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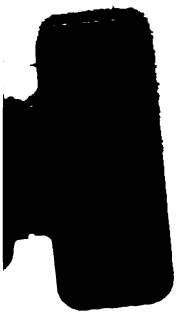

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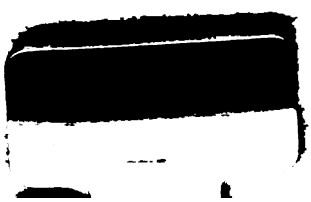

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MANUFACTURERS' BOOK-KEEPING

FOR THE COUNTING HOUSE, MILL AND WAREHOUSE.

BEING A PRACTICAL TREATISE, SPECIALLY DESIGNED FOR THE WOOLLEN AND WORSTED AND ALLIED TRADES.

BY

GEORGE PEPLER NORTON, F.C.A.,

CHARTERED ACCOUNTANT,

(AUTHOR OF "BALANCING FOR EXPERT BOOK-KEEPERS," ETC. : PRIZEMAN FINAL EXAMINATION OF THE INSTITUTE OF CHARTERED ACCOUNTANTS, JUNE, 1883),

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L C.

PREFACE

TO THE THIRD EDITION.

THE previous editions have been carefully revised and in many minor matters improved, but substantially the structure of the book is unchanged.

The utility of the system of Book-keeping which the book explains has been confirmed by the experience of nearly six years' working in very varied circumstances since the publication of the first edition.

The Author has had the gratification of finding, in numerous instances, that the book has been utilised in trades widely different from those for which it is specially designed; and the large number of letters which he has received relating to questions of detail prove that the book has been carefully studied and that its teaching has been intelligently applied.

GEO. P. NORTON.

Huddersfield, October, 1894.

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PREFACE

TO THE SECOND EDITION.

SINCE the publication of the first edition of this work in 1889, six hundred copies have passed into the hands of manufacturers in Great Britain, the Colonies, the United States of America, Germany and other foreign centres of the textile industries.

The system of book-keeping which the book describes is now very generally adopted, and I have found no reason for altering the original text.

In order that those who intend to adopt the system may have properly designed books, I have arranged with the printer, Mr. ALFRED JUBB, Huddersfield, to supply books to approved patterns and at fixed prices.

GEO. P. NORTON.

Huddersfield, April, 1891.

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PREFACE.

THE appearance of the present treatise, adding to the already numerous publications on the subject of book-keeping, may be thought to require some explanation.

It will perhaps be sufficient to say, that this volume is devoted to a special industry, and that its design is essentially different from that of other works. The reason for its appearance has arisen out of the peculiar relations of my firm to the manufacturing industries. A large audit practice amongst manufacturers in all parts of the kingdom has rendered almost necessary the production, in some shape, of a comprehensive guide for their book-keepers. My primary intention was to prepare printed instructions that might be referred to in cases of difficulty, but constant evidence of the insufficiency of fragmentary instructions ultimately developed the idea of publishing a complete treatise.

Circumstances have greatly favoured me by providing the amplest facilities for gathering all requisite information. The Chambers of Commerce of Leeds, Huddersfield and Dewsbury in 1879 established the Creditors Association of Manufacturers, and appointed my firm as Accountants to the Association. This, and a similar appointment held from the Home Merchants, in addition to a general practice, has brought under my firm's control many insolvencies both at home and abroad. Opportunities have therefore been forthcoming for inspecting the accounts of traders in every branch of textile fabric manufacture, of their agencies and branches in all parts of the world, and of the Merchants with whom they deal.

In advising as to causes of failure, decrease of profits, and the results of trading, I have had constantly to investigate, not only into the financial books, but also into those connected with the Mill, Factory and Warehouse. To do this effectually, it has been necessary to acquaint myself with much purely technical information as to the processes of manufacture, and the modus operandi of production and distribution. This extra-professional knowledge has proved very helpful in preparing this work.

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I have for several years sought with much diligence to rectify the defects of prevailing systems, and at the same time have carefully selected from them those forms which practical experience and long usage have proved to be the fittest. I have endeavoured to retain what is essential and to discard all that is superfluous, avoiding, as far as possible, all repetition and re-copying of entries. My chief aim has been to obtain everywhere accuracy, lucidity, and completeness by the shortest possible process.

To practical observation I have added a thorough and exhaustive study of what has been previously written upon the theory of book-keeping.

I might perhaps venture to lay claim to certain improvements adapted to all classes of wholesale business, but I prefer to send forth this treatise as an exposition of the best methods that obtain in the manufacturing industries, and of a system that is in successful operation in many of the largest manufacturing concerns in the textile fabric trades.

I can scarcely hope to have provided for all the multifarious requirements of an industry which is so extensive and varied, and must crave the indulgence of my readers for any shortcomings. In extenuation of minor errors or omissions I may plead that my time has been so much occupied with other pressing duties.

In conclusion I have to express my sincere thanks to several friends, who, being manufacturers in various trades, have so kindly given me their assistance and practical advice.

G. P. NORTON.

Huddersfield,
January, 1889.

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INTRODUCTION.

It is no part of my present intention to enlarge upon the origin and history of book-keeping by double-entry, as to which the curious or inquisitive reader may consult many writers who have treated the subject generally. Suffice it to say that various conjectures have been put forward which ascribe to this common-place practical science a descent dating as far back as the commencement of the christian era. Like most other useful arts it has developed gradually, advancing step by step with commerce and civilisation. Lucas di Borgo, a friar and mathematician, was the author of what is supposed to be the first treatise on the subject. His work was published in the Italian language at Venice in 1494-5. Since that date numerous publications have appeared, putting forward different ideas of more or less interest, but the general theory of the so-called Italian system has never yet been successfully assailed. Its fundamental principles remain, although the changes of time, the progress and extension of trade and its manifold ramifications, have necessitated a variety of modifications in practice.

The writers of a few modern treatises have with much skill and lucidity explained the science or general laws of book-keeping, and have in fact left very little to be desired in that direction. The method of exposition usually adopted has been to state, and strongly emphasize the general propositions of the science, and to apply them to particular cases by means of a few brief examples. Furthermore, the writers have, almost invariably, proceeded on the assumption that every difficulty can be surmounted by those who have committed to memory the formulas and rules. It would be accounted unreasonable to expect an apprentice to be competent to design and weave, because he had learned that to construct a piece of cloth he must pass the threads of the weft transversely through those of the warp. Nevertheless, to know that "every debit must have a corresponding credit" is the equivalent in book-keeping to such a knowledge of cloth construction. In the one case it is required to place an infinite variety of transactions in their proper accounts, and in the other to

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place a diversity of threads of yarn in their proper position. Formulas and rules afford very little guidance in such matters, which can only be made intelligible through a primary experimental acquaintance with the details of actual practice.

Following the text books, most teachers of book-keeping have ineffectually conveyed confused ideas of abstract theory to the minds of their students, who in the majority of cases, have promptly forgotten them. It is, therefore, not surprising that so many traders, thus taught at school, should regard double-entry book-keeping with prejudice and disfavour (*a*).

Although the principle of double-entry book-keeping is said to be deduced from the mathematical axiom, that "the whole is equal to the sum of the parts," in my opinion the invention of the system is to be ascribed rather to induction than to deduction. Book-keeping was practised long before its formulas and rules were even thought of: ancient traders did not wait until a scientific system had been constructed to record their business transactions. The science was evolved out of, and was organised after, practice, and it is only in this order that it can be taught. Herbert Spencer remarks that, "Every science is evolved out of its corresponding art: there must be practice and accruing experience before there can be science." And it will be found that this natural principle is followed in the succeeding pages. Details, and the practical application of the art, receive paramount attention, and progress is made by easy gradations from the simple to the complex. Nevertheless, the functions and importance of the science are recognised, and it is fully explained at the outset, in order to help the memory and assist the reason whilst the student is step by step acquiring a mastery over the details of the art.

The reader will doubtless be familiar with the phrase, "Book-keeping by Single-entry," and may possibly have conceived a bias in favour of a practice bearing so attractive a title. To offer any explanation of what is generally understood by "single-entry," would

(*a*) The want of thorough teaching on this subject is becoming more strongly felt by trading communities, and, to supply the want, several large educational establishments have sought professional assistance.

Moreover, apart from its practical application in after life, I venture to submit that double-entry book-keeping is deserving of more attention as a means of elementary intellectual discipline. Much of the training given in the abstract sciences loses its hold upon the mind, which is occupied by the symbols used, and often fails to grasp what those symbols stand for. In book-keeping the necessities of numerical relation are demonstrated by illustrations sufficiently interesting to make a lasting impression upon the mind; and how far the practice of book-keeping produces analytical and synthetical habits of mind will be gathered from a careful perusal of these pages.

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serve no useful purpose to those for whom this treatise is written. The term bears the same relation to double-entry that chaos does to order, and comprises every style of book-keeping that is imperfect, and unreliable. As a matter of fact, there is not in actual practice, any book-keeping, where a ledger is kept, that is carried on by single-entry.

It may be well here to point out some of the disadvantages of imperfect book-keeping, and to cite a few illustrations from my own experience. In one instance, accounts collected by a partner were systematically embezzled by him, either wholly or in part; the frauds being covered by the manipulation of a rough cash book. Many thousands of pounds were thus abstracted from the partnership funds. Unintentional mis-statements of partners' accounts are very frequent, and in one case a single error of nearly £2,000 was brought to light by subsequent investigation. Payment of the same accounts twice over, and omissions in posting sales to the ledger, are errors of common occurrence. Accounts are often posted wrongly, and, although called over, are still passed without notice (*e.g.*, £15 : 10 : 0 may be posted as 15s. 10d., called over as *fifteen ten*, and passed as correct). In ruling off settled ledger accounts, the line is sometimes drawn beneath items not paid for in the settlement, which are consequently overlooked. The adjustment of the Capital Account, especially in partnership cases, is a very fruitful field for blunders, and I have discovered errors, in some instances, involving thousands of pounds.

Most of the errors above-mentioned would have been prevented by applying the system of double-entry; but it should be understood that the principles of double-entry afford protection only to a limited extent. Serious mistakes often occur in accounts where the system is imperfectly adapted, and in many cases of fraud, where the books have been carefully balanced by double-entry, the system has been so applied, that, instead of revealing, it has concealed the falsification of the accounts. In an extraordinary instance, while investigating the books of a manufacturing firm, balanced by double-entry, an item of more than £1,000, for the sale of disused machinery, was found entered in the Sales Day book, which had been carried forward and counted as income.

It would be quite easy to adduce many similar cases, from the books of business men, who in other respects are models of forethought and ability.

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The amount of money lost, and the frequency of errors that are allowed to pass without ever being observed, solely because of imperfect book-keeping, would astonish any but those who have had considerable experience as auditors. Where the transactions of a business are at all numerous errors will occur more or less frequently, though the book-keeper be ever so skilful.

It is essential, therefore, that the books employed should not only be kept by double-entry, but that they should be well devised, and thoroughly adapted to the particular trade. A clumsy adaptation of double-entry may prove quite as unreliable as single-entry.

In manufacturing concerns, especially, it is of the utmost importance to obtain the very best skill in arranging, adapting, and keeping the books; a fact which is gradually gaining fuller recognition. In the face of daily increasing competition the utmost vigilance is required, and the manufacturer must be able to compare periodically the expenditure and income arising out of each department of his business. The time has gone by for the large margin between the cost and selling prices, when any blunderer with capital could make a profit. *Cæteris paribus*, he whose books promptly disclose pertinent information concerning the leading features of his business, will undoubtedly be the most successful. The modern captain of a well-provided vessel does not possess greater advantages over the ancient star-directed mariner, than the manufacturer, with his unfailing scientific system of book-keeping, possesses over his neighbours who are guided by crude and old-world methods. It is equal folly, in either case, to venture both fortune and prospects and court shipwreck, while disregarding the excellent directing appliances provided by modern invention.

After having had ample opportunities for forming a correct judgment, I have no hesitation in affirming that the practice of imperfect book-keeping is the main cause of many failures. It is, moreover, fruitful of much moral evil, both inviting and concealing embezzlement and fraud.

The oft-repeated objection, that double-entry is too intricate for ordinary business men to understand, is solely the outcome of cumbersome and absurd applications of the system. The services of a skilled accountant in opening the books of a new firm, or in remodelling those of an existing business, will be found very helpful, and a specialist in the particular branch of trade should be consulted where convenient.

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The principal advantages to be derived from well organised double-entry book-keeping may be briefly summarised as follows, viz :—

1. The correctness of the book-keeping is tested with absolute certainty.
2. The state of the personal accounts, of both Debtors and Creditors, can be ascertained instantly.
3. Accounts of Goods bought and sold, of Revenue and Expenditure, of Stock, and other property, are accurately kept.
4. A Balance Sheet, and accounts shewing the working details of the trading, and also of profit and loss resulting therefrom, both as a whole and in departments, are readily prepared.
5. Accounts of partners are kept in such a manner as will prevent fraud, and even the cause for suspicion that frequently exists without foundation in fact.
6. The possibility of fraud by book-keepers and cashiers is reduced, owing to the ample means furnished for scrutiny and detection.

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CHAPTER I.

Elementary Principles.

The books of every trader ought to show,—

1. The value of his trading property as a *whole*,
2. The value of the several *parts* thereof.

By way of illustration, assume that on January 1st **B** is possessed of property valued at £6,000, consisting of Wool £5,000, and Cash £1,000.

To record his position, three distinct accounts are opened in his books, viz:—

(i.) Capital Account, which is *credited* with £6,000, the value of **B's** property as a *whole*.

(ii.) Wool Account, which is *debited* with the value of one *part*, viz. £5,000.

(iii.) Cash Account, which is *debited* with the value of the other *part*, viz. £1,000.

On January 20th, **B** purchases more wool, and pays for it in cash £500. This transaction affects the two *parts* of **B's** property, and requires, therefore, to be twice recorded.

In the early days of book-keeping the accounts in **B's** books might have appeared as follows:—

My Total Property Account. (*i.e. Capital*)

			£
Jan.	1	By value of wool	5,000
		,, Cash in hand	1,000
			6,000

My Wool Account. (one part)

			£
Jan.	1	To value of wool on hand	5,000
,,	20	Add amount purchased for cash	500
			5,500

My Cash Account. (the other part)

			£
Jan.	1	To amount of cash on hand	1,000
,,	20	Deduct amount paid for wool	500
			500

It will be observed that **B's** Capital, or property as a *whole*, is the same both before, and after, the purchase of wool on January 20th; the transaction being merely an exchange of *parts* of his property.

Assume further, that because of a fall in the market, on January

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30th, **B** sells his entire stock of wool for £5,000 cash, and consequently makes a loss of £500.

To record this, £5,000 must be deducted from the Wool Account, and £5,000 must be added to the Cash Account.

This transaction, however, not only affects the two *parts* of **B's** property, but also his capital, or property as a *whole*, which is decreased by the loss of £500; the £500 remaining in the Wool Account being of no value.

Therefore, to record the loss, £500 must be deducted from the Wool Account, and £500 must also be deducted from the Capital, or total property, Account.

If **B** were to sell his wool at a profit, and not at a loss, the Wool Account, and the Capital, or total property, Account, would have to be *increased*, instead of decreased.

It follows, therefore, *that every increase or decrease of any part of the property, unless compensated by the like decrease or increase of another part, involves a corresponding increase or decrease of the whole.*

The method of adding or subtracting each transaction, as shown in the previous example, has long since given place to the more convenient plan, by which one side of an account is appropriated to all items of increase, and the other to all items of decrease.

The above-mentioned transactions would now appear in the following form.

Dr. **Capital Account.** **Cr.**

		£			£
Jan. 30	To Loss on Wool Account	500	Jan. 1	By Wool.....	5000
			„ 1	„ Cash.....	1000

Dr. **Wool Account.** **Cr.**

		£			£
Jan. 1	To Stock on hand	5000	Jan. 30	By Sale for Cash.....	5000
„ 20	„ Purchase for Cash	500	„ 30	„ Loss, to Capital Account	500

Dr. **Cash Account.** **Cr.**

		£			£
Jan. 1	To Balance in hand ..	1000	Jan. 20	By amount paid for Wool.....	500
„ 30	„ Amount received for Wool	5000			

The state of an account is ascertained, at any time, by adding each side and comparing the totals.

The sides of an account, thus divided, are technically called (*b*) "debit" and "credit" (usually written "**Dr.**" and "**Cr.**")

To *debit* an account is to enter on the *left hand* side, and to *credit* an account is to enter on the *right hand* side.

(*b*) In the succeeding pages of this book, the abbreviations "Dr." and "Cr." are used instead of the words debit or debtor, and credit or creditor.

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Each entry on the "**Dr.**" side is usually prefaced by the word "To," and each entry on the "**Cr.**" side by the word "By"; implying that the person, or thing, represented by the heading of the account, is **Dr.** to, or **Cr.** by, the sum entered.

The expression "Double-entry" aptly describes the governing principle of the system, which requires that every transaction shall be *twice* recorded; to the **Dr.** of one account in the ledger, and to the **Cr.** of another.

Consequently, *for every* **Dr.** *there must be a corresponding* **Cr.**

The two-fold nature of mercantile dealings will be obvious to all; *e.g.* if a person becomes my debtor, it follows that I become his creditor, or *vice versa* (*c*). This duality exists in every kind of business transaction.

In double-entry book-keeping there are three distinct classes (*d*) of accounts, viz:—

(i.) *Personal Accounts*, *i.e.*, accounts of persons dealing with the firm.

(ii.) *Property Accounts*, *e.g.*, Machinery, Business Premises, &c.

(iii.) *Nominal Accounts*, *i.e.*, accounts of income, and expenditure, such as Sales Account, Purchases Account, Wages Account, etc.

All classes of accounts are governed by the same fundamental principles. The subjects represented by both the Property Accounts (ii.), and the Nominal Accounts (iii.), are deemed to be *personified*, and are treated as persons; thus, I sell cloth, value £20, to **B** on credit; in my books **B** is debited with the price as the receiver, and *Cloth*, is credited as the giver. The entry would be as follows:—

Dr. **B Account.** **Cr.**

Jan. 1	To Cloth	£ 20			

Dr. **Cloth Account.** **Cr.**

			Jan. 1	By B	£ 20

(*c*) In my books the person is Dr. and the thing given to him is Cr.

(*d*) By different writers accounts have been described and classified in various ways.

For instance { PERSONAL, including (i.) and IMPERSONAL, including (ii.) and (iii.)

or { PERSONAL, including (i.) REAL, including (ii.) and NOMINAL or FICTITIOUS, including (iii.)

or { REAL, including (i.) and (ii.) and FICTITIOUS, including (iii.)

Some nice arguments, which it is not necessary to discuss, have been raised concerning both classification and nomenclature. The several views are given so that the reader may be acquainted with the various designations that are in common use.

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Cloth Account represents me, and it might be headed My (Cloth) Account, and thus personified.

All the accounts in the ledger may, therefore, be regarded as accounts of persons, that is, either accounts of the trader himself, on the one hand, or of persons with whom he has dealings, on the other.

If this principle be fully recognised, and clearly understood, much of the difficulty in determining whether any item is to be posted to the **Dr.** or **Cr.** of an account will be removed.

The account which *receives* is always **Dr.**, and the account which *gives out* is always **Cr.**

Thus, in the above illustration, **B** *received* cloth, and is therefore **Dr.**, Cloth Account *gave out* cloth, and is consequently, **Cr.**

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CHAPTER II.

Elementary Principles Illustrated.

The principles laid down in the foregoing pages, are applied and illustrated in the following specimen accounts.

A series of imaginary transactions, dissimilar in nature, is chosen to represent the most frequent and important classes of mercantile dealings. For the sake of brevity a few items only are selected as examples of each class, and all explanatory details are omitted.

Abraham Crosland, a manufacturer, is supposed to commence the year with capital amounting to £4,500, made up as follows:—

ASSETS.	£	£
Stock of Goods		3,160
Plant and Machinery		2,200
Cash in hand		220
Owing to him, by Thomas Allen	3,000	
Do. George Brownson	2,100	5,100
		10,680
Less LIABILITIES, viz:—		
Owing by him, to John Blamires	3,450	
Do. Albert Lodge	730	
Do. West Yorkshire Bank	2,000	6,180
Leaving Surplus or Capital		£4,500

His transactions during six months are as follows:—

		£
1	Purchased goods of John Blamires	3,200
2	Sold goods to George Brownson	7,200
3	Returned goods (purchased) to Albert Lodge	75
4	Received from George Brownson, cash	6,740
5	Received from Thomas Allen, acceptance due May 1st, in part payment of his account	2,100
6	Paid Albert Lodge, cash	200
7	Goods (sold) returned from Thomas Allen	320
8	Purchased goods of Ephraim Broadbent	2,950
9	Accepted John Blamires' draft, due June 17th	4,500
10	Paid ready-money for purchase of five looms, at auction	179
11	Received from Thomas Allen, cash for his acceptance	2,100
12	Sold goods to Thomas Allen	2,800
13	Withdrew cash from the West Yorkshire Bank	3,100
14	Paid cash to the West Yorkshire Bank	3,320
15	Paid cash in discharge of my acceptance, due June 17th, to John Blamires	4,500
16	Paid cash for productive Wages	2,700
17	Paid cash for Trade Charges	500
18	Paid cash for Salaries	240
19	Paid cash for Rent and Power	250
20	Paid out of cash for personal expenditure	256
		£47,230

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On the principle of double-entry explained on page 6, Abraham Crosland opens in his ledger:—

1. ***An account of his property as a whole, entitled CAPITAL ACCOUNT.***

This is really the personal account of Abraham Crosland, who provides the whole surplus capital, or, in other words, is the *giver* (see page 9), and is consequently **Cr.** for the amount, viz—£4,500 (*e*).

2. ***Accounts of the several parts of his property, viz:—***

STOCK OF GOODS (£3,160), the first item, is posted to the **Dr.** of the Goods Account. PLANT AND MACHINERY ACCOUNT (£2,200) and CASH ACCOUNT (£220) are **Drs.** for their respective amounts. These three accounts are treated as though they were persons (see pages 8-9) entrusted with the things they represent, on behalf of Abraham Crosland. He is the *giver*, and therefore the **Cr.**, as shown above, and they are the *receivers*, and therefore the **Drs.** THOMAS ALLEN (£3,000), and GEORGE BROWNSON (£2,100), as *receivers* are **Drs.** for the amounts owing by them.

Having posted all the assets to the **Dr.** of their respective accounts, we now deal with the liabilities, which are, in effect, claims upon, or deductions from, the *parts* of the trader's property.

JOHN BLAMIRES (£3,450), ALBERT LODGE (£730), and the WEST YORKSHIRE BANK (£2,000) are **Crs.** for their respective amounts. They are the *givers*, and therefore **Crs.**, and Abraham Crosland, is the *receiver*, and therefore **Dr.**

Before dealing with the list of transactions, it should be observed that, were a list of both **Dr.** and **Cr.** postings, up to this point, abstracted:—

(i.) The summations of the two sides would be equal.
(ii.) There is a **Dr.** for every **Cr.**
(iii.) The *whole* (capital) is equal to the sum of the *parts* (*i.e.*, the **Drs.** less the **Crs.**)

(*e*) It will be observed that the Capital Account (Abraham Crosland) is not credited and debited with each item on page 10. As it is usual to prepare a statement of liabilities and assets, the surplus only appears in the Capital Account. That the effect is the same will be seen by comparing the following account with that on page 17.

Dr. CAPITAL ACCOUNT (ABRAHAM CROSLAND.) *Cr*

	£		£
To John Blamires ..	3,450	By Stock of Goods ..	3,160
,, Albert Lodge	730	,, Plant & Machinery	2,200
,, West Yorkshire Bank	2,000	,, Cash in hand	220
,, *Balance*	4,500	,, Thomas Allen....	3,000
		,, George Brownson	2,100
	£ 10,680	£	10,680
		By *Balance*, the amount shown on page 17	4,500

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An equipoise, thus established, continues throughout book-keeping by double-entry, so that at any time the correctness of the books may be tested by simply abstracting a list of the **Dr.** and **Cr.** postings from the ledger, see Trial Balance, page 20.

The transactions during the six months are treated as follows:—

1. ***Purchased Goods of John Blamires***, £3,200.

   Dr. Goods Account (ledger folio 2), **Cr.** John Blamires, (ledger folio 7). Goods Account is the *receiver*, and therefore **Dr.**; John Blamires is the *giver*, and therefore **Cr.**

2. ***Sold Goods to George Brownson***, £7,200.

   Dr. George Brownson, as *receiver* (ledger folio 6), and **Cr.** Goods Account, as *giver* (ledger folio 2).

3. ***Returned Goods (purchased) to Albert Lodge***, £75.

   Dr. Albert Lodge, as *receiver* (ledger folio 8), and **Cr.** Goods Account, as *giver* (ledger folio 2).

4. ***Received Cash, from George Brownson***, £6,740.

   Dr. Cash Account, as *receiver* (ledger folio 4), and **Cr.** George Brownson as *giver* (ledger folio 6).

5. ***Received from Thomas Allen, acceptance due 1st May***, £2,100.

   Dr. Bills Receivable Account (*f*), as *receiver* (ledger folio 10), and **Cr.** Thomas Allen, as *giver* (ledger folio 5).

   Thomas Allen, in lieu of paying cash, gives a bill (which is an undertaking to pay cash) due 1st May. Bills Receivable are kept in a distinct account under that head.

   The effect of this transaction is simply that Thomas Allen remains indebted to Abraham Crosland, but instead of the amount of his debt appearing under his own account it is transferred to the Bills Receivable Account.

6. ***Paid Albert Lodge, Cash***, £200.

   Dr. Albert Lodge, as *receiver* (ledger folio 8), and **Cr.** Cash Account, as *giver* (ledger folio 4).

7. ***Goods (sold) returned from Thomas Allen***, £320.

   Dr. Goods Account, as *receiver* (ledger folio 2), and **Cr.** Thomas Allen, as *giver* (ledger folio 5).

8. ***Purchased Goods of Ephraim Broadbent***, £2,950.

   Dr. Goods Account, as *receiver* (ledger folio 2), and **Cr.** Ephraim Broadbent (a new account) as *giver* (ledger folio 11), as in No. 1.

9. ***Accepted John Blamires' draft, due 17th June***, £4,500.

   Dr. John Blamires, as *receiver* (ledger folio 7), and **Cr.** Bills Payable Account (*f*), as *giver* (ledger folio 12).

   This transaction is the converse of No. 5. Instead of paying John Blamires

(*f*) Bills receivable, *i.e.*, bills for which payment has to be received when they become due.

Bills payable, *i.e.*, bills which have to be paid when they become due.

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cash, a bill (which is an undertaking to pay) is given to him, due 17th June. Bills payable are kept in a distinct account under that head. The liability to John Blamires remains the same, but the amount is transferred from his account to the Bills Payable Account.

10. *Paid ready-money for the purchase of five looms at auction, £179.*

Dr. Plant and Machinery Account, as *receiver* (ledger folio 3), and **Cr.** Cash Account, as *giver* (ledger folio 4).

11. *Received Cash, for Thomas Allen's acceptance, due 1st May, £2,100.*

Dr. Cash Account, as *receiver* (ledger folio 4), and **Cr.** Bills Receivable Account, as *giver* (ledger folio 10).

The bill (*i.e.*, the undertaking to pay) having become due, the acceptor, Thomas Allen, hands over cash, and the bill is *given* back to him.

12. *Sold Goods to Thomas Allen, £2,800.*

Dr. Thomas Allen, as *receiver* (ledger folio 5), and **Cr.** Goods Account, as *giver* (ledger folio 2), as in No. 2.

13. *Withdrew Cash from the West Yorkshire Bank, £3,100.*

Dr. Cash Account as *receiver* (ledger folio 4), and **Cr.** the West Yorkshire Bank, as *giver* (ledger folio 9).

14. *Paid Cash to the West Yorkshire Bank, £3,320.*

Dr. West Yorkshire Bank, as *receiver* (ledger folio 9), and **Cr.** Cash Account as *giver* (ledger folio 4).

15. *Paid Cash in discharge of my acceptance, due 17th June, to John Blamires, £4,500.*

Dr. Bills Payable Account, as *receiver* (ledger folio 12), and **Cr.** Cash Account as *giver* (ledger folio 4).

The bill having become due for payment cash is *given* in discharge, and the bill is *received* back.

The following transactions appertain to Nominal Accounts and differ in character from those already described. Cash is the *giver* in each case, but as no tangible property is *received* in exchange, each class of expenditure is treated as a person (see pages 8 and 9) and is made the *receiver* (*g*).

16. *Paid Cash for productive Wages, £2,700.*

Dr. Wages Account, as *receiver* (ledger folio 13), and **Cr.** Cash Account, as *giver* (ledger folio 4).

17. *Paid Cash for Trade Charges, £500.*

Dr. Trade Charges Account, as *receiver* (ledger folio 14), and **Cr.** Cash Account, as *giver* (ledger folio 4).

(*g*) According to the rule stated on page 7, *every increase or decrease of any part of the property, unless compensated by the like decrease or increase of another part, involves a corresponding increase or decrease of the whole.* Here, *cash* is decreased, but there is no corresponding increase, therefore the property as a whole is decreased. The expenditure after passing into its own special account, and being thence transferred to Dr. of the Trading Account, ultimately reduces the Capital Account, and thus fulfils the rule. (see accounts on pages 20 and 17.)

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18. ***Paid Cash for Salaries, £240.***

Dr. Salaries Account, as *receiver* (ledger folio 15), and **Cr.** Cash Account as *giver* (ledger folio 4).

19. ***Paid Cash for Rent and Power, £250.***

Dr. Rent and Power Account, as *receiver* (ledger folio 16), and **Cr.** Cash Account, as *giver* (ledger folio 4).

20. ***Paid Cash for personal expenditure, £256.***

Dr. Drawings Account, as *receiver* (ledger folio 17), and **Cr.** Cash Account, as *giver* (ledger folio 4).

The ledger postings up to this point are given in Roman type, on pages 17 to 20.

Having recorded in the ledger the Capital and Assets and Liabilities at the commencement of the year, and the transactions during the six months' trading, the accuracy of the book-keeping may now be tested.

Every amount which has been posted to one side of the ledger having its equivalent on the other side (but in a different account), it follows that an abstract of all the items posted to the **Dr.** side should agree in total with an abstract of all the items posted to the **Cr.** side.

We therefore prepare what is termed a Trial Balance by making a list of all the ledger accounts and placing in two columns alongside the title of each account:—

(i.) The sum of the items posted to the **Dr.**
(ii.) The sum of the items posted to the **Cr.**

See Trial Balance on page 20.

When the grand totals on both sides of the trial balance agree the one with the other, the book-keeping may be regarded as correct. A further test may, however, be applied by comparing the *total postings*, as abstracted and shown by either side of the trial balance, with the *total entries* from which the postings were made, thus:—

The total postings shown by either side of the trial balance amount to £57,910.

The entries from which the postings were made are as follows:—

	£	£
(i.) The *surplus* of assets over liabilities (*i.e.* Capital,) posted to the **Cr.** side of the ledger ...		4500
(ii.) The total *assets*, posted to several accounts on the **Dr.** side of the ledger	10680	
(iii.) The total *liabilities*, posted to several accounts on the **Cr.** side of the ledger		6180
(iv.) The transactions during the six months' trading (see page 10), posted to each side of the ledger	47230	47230
Total entries ... £	57910	£57910

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We now proceed to ascertain the profit or loss resulting from the six months' trading.

This may, and should be done by two distinct operations :—

(i.) By finding the surplus of assets over liabilities at the end of the six months' trading and comparing the same with the surplus at the commencement.

Thus in our illustration :—

	£
The surplus at the end of the period is ...	4979
The surplus at the beginning of the period is	4500
Therefore the six months' trading has resulted in an increase of ...	£479 (*h*)

(ii.) By tracing the precise income and expenditure which has led to such profit or loss.

The former operation may be accomplished with or without the aid of properly kept books, but the latter is essentially the function of double-entry, and its importance is obvious.

According to our remarks on page 8, the accounts given in our illustration should comprise three distinct classes, viz :—

(i.) Personal accounts.
(ii.) Property accounts.
(iii.) Nominal accounts.

Dealing first with the **Personal Accounts**, viz. :—Nos. 5, 6, 7, 8, 9, 10 (*i*), 11, and 12 (*i*), we ascertain from each whether it represents an asset or a liability. The totals of the **Dr.** and **Cr.** sides of the accounts Nos. 10 and 12 are equal, and it is only required to rule them off.

In Account No. 5,

	£
The total of the **Dr.** side is	5800
And the total of the **Cr.** side is	2420
Leaving a **Dr.** balance owing by Thomas Allen of	£3380

This account might be closed, or equalised, by inserting the balance £3380 on the **Cr.** (or lesser) side, and re-opened by entering the same amount on the **Dr.** side, thus :—

Dr. **Thomas Allen.** *Cr.* **5.**

		£			£
	To Balance, owing by him at commencement....	3000	5	By Bill Receivable due 1st May.....	2100
12	„ Goods.....	2800	7	„ Goods returned.....	320
				„ *Balance carried down*..	3380
	5800 : 0 : 0			5800 : 0 : 0	
	To Balance brought down ..	3380			

(*h*) To this £479 the drawings £256 may be added, making total earnings £735.

(*i*) The classification of the Bills Receivable Account and Bills Payable Account is debatable, but they are here regarded as collective personal accounts.

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It is, however, often inconvenient in practice, and especially so in a manufacturer's books, to bring down the balances of personal accounts in this manner at the time when the balance sheet is prepared. It is quite sufficient to ascertain the balance by subtracting one side from the other.

A list of **Dr.** and **Cr.** balances should be made out in this way, as on page 21.

Secondly, the **Property Accounts.**

Before closing the GOODS ACCOUNT (No. 2) the value of the stock of goods left on hand must be ascertained. The value is assumed at £3980, and that amount is passed to the **Cr.** of the Goods Account, and is brought down as a **Dr.** balance to the account for the ensuing half-year. The **Dr.** balance of £3,980 is recorded in the list of balances on page 21.

	£
After making this entry the postings on the **Cr.** side amount to...	14055
And the postings on the **Dr.** side amount to	9630
Leaving a balance of... ...	£4425

The account is closed, or equalised, by transferring (*j*) this balance to the **Cr.** of the Trading Account (ledger folio 18) as gross earnings, or income for the half-year (*k*).

THE PLANT AND MACHINERY (ledger folio 3) is assumed to be of the full value (*l*) shown by the account. The balance is, therefore, merely brought down, and is added to the list of balances on page 21.

The balance of the CASH ACCOUNT (ledger folio 4), after being compared and verified with the money in the cash-box is brought down in like manner, and added to the list of balances on page 21.

Thirdly, the **Nominal Accounts.**

The balances of ledger folios 13, 14, 15, and 16 are respectively transferred to the **Dr.** of the Trading Account as expenditure for the half-year.

The balance of ledger folio 17 is transferred to the **Dr.** of the Capital Account as money drawn out in reduction of Capital.

Turning now to the TRADING ACCOUNT (ledger folio 18) we find on the **Cr.** side the gross earnings or income, and on the **Dr.** side the various items of expenditure of the business. The balance, or surplus, of £735, is the excess of earnings or income over and above the expenditure, and the amount is therefore transferred to the **Cr.** of the Capital Account as profit.

(*j*) In transferring an amount from one account to another the entries are always on opposite sides; thus, £4,425 is entered on the Dr. side of the Goods Account and on the Cr. side of the Trading Account. The rule, that every Dr. must have its corresponding Cr., is thus maintained.

(*k*) The balance represents the difference between the cost of the raw goods purchased and the amount realised from the finished goods sold.

(*l*) The question of depreciation is treated fully hereafter.

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The CAPITAL ACCOUNT (ledger folio 1) then shows a surplus on the **Cr.** side of £4979, which is brought down as a **Cr.** balance, and is recorded in the list of balances on page 21.

The list of balances on page 21 shows exactly the state of every account in the ledger, and from it the BALANCE SHEET may be conveniently arranged as shown on page 21.

It may be well here to repeat that this Balance Sheet might have been prepared whether the books were, or were not, kept by double-entry, and the profit of the period could have been ascertained by comparing its surplus of assets over liabilities (*i.e.*, the Capital), with the surplus shown by the Balance Sheet at the commencement of the six months, see page 10. The Trading Account, however, which is the product of double-entry, shows the precise income and expenditure from which the *profit* arises.

The Goods Account, and the Trading Account, are given in their simplest form and are capable of considerable modifications as will be seen in succeeding pages of this book.

SPECIMEN ACCOUNTS.

ILLUSTRATING ELEMENTARY PRINCIPLES.

NOTE.—The figures alongside the postings in the following ledger accounts indicate the number of the respective item in the list of transactions on page 10.

Dr. **Capital Account (Abraham Crosland).** *Cr.* **1.**

	£		£
To Drawings Account	256	By Surplus, at the commencement of the year	4500
„ *Balance, carried down*..	4979	„ *Profit*.....	735
5235 : 0 : 0		5235 : 0 : 0	
		By Balance.....	4979

Dr. **Goods Account.** *Cr.* **2.**

		£			£
	To Stock on hand, at commencement	3160	2	By George Brownson....	7200
1	„ John Blamires	3200	3	„ Albert Lodge(returns)	75
7	„ Thomas Allen(returns)	320	12	„ Thomas Allen	2800
8	„ Ephraim Broadbent..	2950		„ *Stock on hand at close*..	3980
	„ *Transfer to Trading Account*.....	4425			
	14055 : 0 : 0			14055 : 0 : 0	
	To Stock on hand.....	3980			

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3. *Dr.* **Plant and Machinery Account.** *Cr.*

		£			£
	To Value of Machinery on hand, at commencement	2200		*By Balance carried down*	2379
10	„ Cash for five looms	179			
	2379 : 0 : 0			2379 : 0 : 0	
	To Balance	2379			

4. *Dr.* **Cash Account.** *Cr.*

		£			£
	To Cash on hand at commencement	220	6	By Albert Lodge	200
4	„ George Brownson	6740	10	„ Plant and Machinery Account for five looms	179
11	„ Bills Receivable Account Thomas Allen, acceptance due 1st May	2100	14	„ West Yorkshire Bank	3320
13	„ West Yorkshire Bank	3100	15	„ Bills Payable Account J. Blamires' acceptance due 17th June	4500
			16	„ Wages	2700
			17	„ Trade Charges	500
			18	„ Salaries	240
			19	„ Rent and Power	250
			20	„ Personal expenditure	256
				„ *Balance carried down*	15
	12160 : 0 : 0			12160 : 0 : 0	
	To Balance	15			

5. *Dr.* **Thomas Allen.** *Cr.*

		£			£
	To Balance owing by him at commencement	3000	5	By Bill Receivable due 1st May	2100
12	„ Goods	2800	7	„ Goods returned	320

6. *Dr.* **George Brownson.** *Cr.*

		£			£
	To Balance owing by him at commencement	2100	4	By Cash	6740
2	„ Goods	7200			

7. *Dr.* **John Blamires.** *Cr.*

		£			£
9	To Bill Payable due 17th June	4500		By Balance owing to him at commencement	3450
			1	„ Goods	3200

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Dr. **Albert Lodge.** *Cr.* **8.**

		£			£
3	To Goods returned	75		By Balance owing to him	
6	„ Cash	200		at commencement....	730

Dr. **The West Yorkshire Bank.** *Cr.* **9.**

		£			£
14	To Cash.....	3320		By Balance owing to them at commencement....	2000
			13	„ Cash	3100

Dr. **Bills Receivable Account.** *Cr.* **10.**

		£			£
5	To Thomas Allen, due 1st May	2100	11	By Cash.....	2100

Dr. **Ephraim Broadbent.** *Cr.* **11.**

		£			£
			8	By Goods	2950

Dr. **Bills Payable Account.** *Cr.* **12.**

		£			£
15	To Cash.....	4500	9	By John Blamires, due 17th June	4500

Dr. **Wages Account.** *Cr.* **13.**

		£			£
16	To Cash.....	2700		*By Transfer to Trading Account*.....	2700

Dr. **Trade Charges Account.** *Cr.* **14.**

		£			£
17	To Cash.....	500		*By Transfer to Trading Account*.....	500

Dr. **Salaries Account.** *Cr.* **15.**

		£			£
18	To Cash.....	240		*By Transfer to Trading Account*.....	240

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16. *Dr.* **Rent and Power Account.** *Cr.*

		£			£
19	To Cash.....	250		*By Transfer to Trading Account*.....	250

17. *Dr.* **Drawings Account (Abraham Crosland).** *Cr.*

		£			£
20	To Cash.....	256		*By Transfer to Capital Account*.....	256

18. *Dr.* **Trading Account.** *Cr.*

	£		£
To Wages Account.....	2700	*By Goods Account*.....	4425
,, *Trade Charges Account*	500		
,, *Salaries Account*.....	240		
,, *Rent and Power Account*	250		
,, *Profit, transferred to Capital Account*	735		
4425 0 0		4425 0 0	

TRIAL BALANCE.

Ledger Folio		*Dr.* £	*Cr.* £
1	Capital Account (Abraham Crosland)		4500
2	Goods Account.....	9630	10075
3	Plant and Machinery Account	2379	
4	Cash Account	12160	12145
5	Thomas Allen	5800	2420
6	George Brownson	9300	6740
7	John Blamires	4500	6650
8	Albert Lodge	275	730
9	West Yorkshire Bank.....	3320	5100
10	Bills Receivable Account	2100	2100
11	Ephraim Broadbent		2950
12	Bills Payable Account	4500	4500
13	Wages Account.....	2700	
14	Trade Charges Account.....	500	
15	Salaries Account.....	240	
16	Rent and Power Account	250	
17	Drawings Account (Abraham Crosland)	256	
	Total postings.....£	57910	£57910

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LIST OF BALANCES at the end of the six months' trading, after closing the Accounts.

Ledger Folio.		*Dr.* £	*Cr.* £
5	Thomas Allen	3380	
6	George Brownson	2560	
7	John Blamires		2150
8	Albert Lodge		455
9	West Yorkshire Bank		1780
11	Ephraim Broadbent		2950
		5940	7335
2	Goods Account	3980	
3	Plant and Machinery Account	2379	
4	Cash Account	15	
1	Capital Account (Abraham Crosland)		4979
	£	12314	£12314

Balance Sheet.

At the close of the period.

LIABILITIES.	£	*ASSETS.*	£
Sundry Creditors	7335	*Stock on hand*	3980
Capital (Abraham Crosland)	4979	*Sundry Debtors*	5940
		Plant and Machinery	2379
		Cash	15
£	12314	£	12314

The specimen transactions employed in the foregoing illustrations are all set out in one list on page 10; but there are manifest advantages to be gained by classification before posting the items into the ledger.

For instance there might be a hundred transactions of exactly the same character as No. 2. "Sold goods to George Brownson, £7,200." By keeping these similar items separate and distinct (although it would be necessary to post *each* individual transaction to the Dr. of the respective *customers'* accounts) the aggregate of the hundred transactions might be posted in *one sum* to the Cr. of *Goods Account*, thus saving ninety-nine postings. The same remarks apply to all classes of transactions that are of frequent occurrence.

The importance of this classification was early recognised, and used to be performed every day through the medium of a book called the "Journal." Subsequently, in order to further reduce the number of postings, the journal was written up weekly, monthly, or at other convenient periods, so that the title "Journal" lost its significance. It will be perceived that the journal is not absolutely necessary, inasmuch as we have posted our transactions to the ledger without its aid, and following the usual fate of things that can be dispensed

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with it has, to a large extent, fallen out of use or been superseded. The expedient now adopted in lieu of the journal is the use of a *separate book of entry* for each distinct class of transactions. The classification thus goes on as the original entries are made, and the labour of transcribing and arranging the items is consequently avoided. Hence we have the following separate books of entry :—

Sales Day Book.
Purchases Day Book.
Returns Book.
Cash Book.

Each of these books is set apart solely for entering the class of transactions which its title denotes, and the *total sum* of the entries in each book is posted at stated periods.

It is of much importance that these separate books of entry should be properly organised and their rulings well adapted to the requirements of the business. It is one of the chief objects of this work to indicate the books and rulings suitable for Manufacturers.

Although the Journal may be dispensed with it is still of use in some businesses, and it is as well that the exact function of the book should be understood. We therefore give on page 23 a specimen of the most approved form of journal, recording the transactions employed in our previous illustration.

Each of the transactions might be journalised separately, thus :—

No. of Transaction.	Ledger Folio.		£	£
	2	Goods Account ..... Dr.	3200	
1	7	To John Blamires		3200
		For Goods purchased.		
	2	Goods Account ..... Dr.	2950	
8	11	To Ephraim Broadbent.....		2950
		For Goods purchased.		

and so on, but the items are grouped together on page 23 in order to show the method of journal classification.

The foregoing illustrations should sufficiently elucidate the main elementary principles of double-entry ; but more or less experience will be required before these principles can be properly utilised in actual practice. Next to experience, skilled guidance in the treatment of details should be sought.

When once the theory is thoroughly mastered, any properly kept set of books may be intelligible from an analytical standpoint, but practice and experience only can efficiently equip the book-keeper for the discharge of his every-day duties.

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JOURNAL recording the transactions set out on page 10.

No. of Transaction.	Ledger Folio.		£	£
	2	Goods Account ..... Dr.	6150	
1	7	To John Blamires		3200
8	11	„ Ephraim Broadbent		2950
		For Goods purchased.		
2	6	George Brownson ..... Dr.	7200	
12	5	Thomas Allen..... ..... „	2800	
	2	To Goods Account		10000
		For Goods sold.		
3	8	Albert Lodge ..... Dr.	75	
	2	To Goods Account		75
		For Goods returned to him.		
5	10	Bills Receivable Account..... .... Dr.	2100	
	5	To Thomas Allen.....		2100
		For acceptance due 1st May.		
6	8	Albert Lodge..... Dr.	200	
10	3	Plant and Machinery Account, for five new looms ..... „	179	
14	9	West Yorkshire Bank..... „	3320	
15	12	Bills Payable Account, John Blamires' draft due 17th June ..... „	4500	
16	13	Wages Account..... „	2700	
17	14	Trade Charges Account ..... „	500	
18	15	Salaries Account ..... „	240	
19	16	Rent and Power Account ..... „	250	
20	17	Drawings Account (Abraham Crosland) .. „	256	
	4	To Cash Account.....		12145
	2	Goods Account ..... Dr.	320	
7	5	To Thomas Allen.....		320
		For Goods returned by him.		
9	7	John Blamires ... . Dr.	4500	
	12	To Bills Payable Account		4500
		For my acceptance due 17th June.		
	4	Cash Account ..... Dr.	11940	
4	6	To George Brownson		6740
11	10	„ Bills Receivable Account, Thomas Allen's acceptance due 1st May		2100
13	9	„ West Yorkshire Bank		3100
		£	47230	£47230

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CHAPTER III.

Manufacturer's Books. Set I.

Simple Transactions.

Having dealt with the elementary principles of book-keeping, the next step is to adapt those principles to the requirements of Manufacturers. In order effectually to accomplish this purpose, it is necessary to resort to practical detailed illustrations. These will consist, in the first place, of a complete set of books in which complicated transactions are avoided, and in the second place, of another complete set of books comprising all ordinary transactions that come within the scope of the legitimate business of a Manufacturer.

The outlines of the system are thus primarily explained by means of a series of simple and uniform transactions that require no departure from the ordinary beaten track. And after the general plan has been made clear, the treatment of unusual, complex, and intricate transactions will, it is hoped, be more readily comprehended.

To avoid a multiplicity of accounts, and to economise space, the imaginary transactions employed in the illustrations are confined to as few names and items as possible, in fact all the details are necessarily condensed. In other respects the accounts furnish an adequate idea of the affairs of a business in actual operation.

The set of books shewn and described in the following pages are supposed to belong to Abraham Crosland, a Manufacturer, residing in Huddersfield. The lists of commencing balances in his Ledgers on January 1st, 1884, are given on pages 26 & 27, and are arranged in the form of a Balance Sheet on the same pages.

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It is assumed that on January 1st a new set of books is opened, and the balances are transferred into the new ledgers. The folios of the new ledgers, and the supposed folios of the old ledgers, are given alongside the balances on pages 26 and 27.

The method of opening the several accounts in the ledgers has already been explained on page 11, but the learner should trace each item to its respective account.

It will be observed that instead of the amount of the Stock on hand being passed to a Goods Account, as in our previous illustration, it is carried to the **Dr.** of the Trading Account. There are various classes of goods purchased, which are passed first to distinct accounts, and thence transferred to the Trading Account under their respective heads. The goods sold are likewise treated separately.

The transactions of the business for the six months ending June 30th, 1884, are recorded in the several books of entry.

At the end of that period, Stock is supposed to be taken, and a new Balance Sheet prepared.

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LIST OF COMMENCING BALANCES,

Folio of Old Ledger.		Folio of New Ledger.	Dr. Balances.					
	SALES LEDGER, viz:							
79	Biggs & Willett	1	1500	5	9			
133	Arthur & Co.	2	1976	0	3			
170	Holland & Co.	3	701	10	1			
171	Brown & Co.	4	824	5	7			
173	Berridge Bros.	5	341	6	3			
174	Graham, F. & Co.	6	711	3	9			
						6054	11	8
	BILLS RECEIVABLE, viz:							
	Bartrum & Co.	No. 1	429	11	7			
	Arthur & Co.	,, 2	990	10	0			
						1420	1	7
	PRIVATE LEDGER, viz:							
	Stock on hand	2	9722	7	9			
	Plant, Machinery, &c.	3	3166	13	7			
	m Discounts Account	4	62	10	0			
	Cash in hand	5	45	7	8			
						12996	19	0
					£	20471	12	3

(*m*) This amount represents the estimated discount to be allowed by creditors on accounts owing to them according to the Purchases Ledger. Observe that there is a Cr. as well as a Dr. balance to Discounts Account.

BALANCE SHEET,

LIABILITIES.						
Sundry Creditors in Purchases Ledger	2530	10	4			
Less Discounts	62	10	0			
				2468	0	4
Bills Payable				1899	10	6
Sundry Creditors in Private Ledger				176	0	0
Huddersfield Bank				1050	10	0
Capital Account				14663	13	11
			£	20257	14	9

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ON JANUARY 1st, 1884.

Folio of Old Ledger.		Folio of New Ledger.	Cr. Balances.					
	PURCHASES LEDGER, viz:							
97	Rake, Holling & Co.	1	1472	1	8			
122	Bradley, E. & R.	2	540	9	3			
134	Bottomley, J. & Co.	3	120	10	0			
136	Kenworthy, R. & Co.	4	22	1	6			
144	Kaye, Albert & Son	5	370	9	2			
146	Grubb, Alfred	6	4	18	9			
						2530	10	4
	BILLS PAYABLE, viz:							
	Rake, Holling & Co.	No. 1	320	7	5			
	Bradley, E. & R.	,, 2	221	4	7			
	Rake, Holling & Co.	,, 3	416	9	0			
	Do.	,, 4	527	19	6			
	Bradley, E. & R.	,, 5	413	10	0			
						1899	10	6
	PRIVATE LEDGER, viz:							
	*n*Discounts Account	4	151	7	6			
	*o*Carriage Account	7	3	2	6			
	*o*Rent and Power, Gas and Insurance Account	8	172	17	6			
	Huddersfield Bank	6	1050	10	0			
	Capital Account	1	14663	13	11			
						16041	11	5
					£	20471	12	3

(*n*) This amount represents the estimated discounts to be allowed on accounts owing by customers according to the Sales Ledger. Observe that there is a Dr. balance as well as a Cr. balance to Discounts Account.

(*o*) These accounts are supposed not to be delivered at the date when the Balance Sheet is prepared, but are estimated and taken into account as liabilities.

JANUARY 1st, 1884.

ASSETS.						
Stock on hand				9722	7	9
Plant and Machinery				3166	13	7
Sundry Debtors in Sales Ledger	6054	11	8			
Less Discounts	151	7	6			
				5903	4	2
Bills receivable				1420	1	7
Cash in hand				45	7	8
			£	20257	14	9

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For convenience of reference the description of the several books is placed after the accounts.

The books employed in Set 1 are as follows, viz :--

SEPARATE OR ORIGINAL BOOKS OF ENTRY.

Purchases Day Book.
Returns and Claims (Purchases) Day Book.
Sales Day Book.
Returns and Allowances (Sales) Day Book.
Cash Book.

LEDGER—subdivided as follows, viz :—

Purchases Ledger.
Sales Ledger.
Bills Ledger { Payable / Receivable
Private Ledger.

BALANCE BOOK.

TEST JOURNAL.

AUXILIARY BOOKS, referred to.

Guard Book for Invoices.
,, ,, ,, Vouchers.
Petty Cash Book.
Wages Book.

Many of the printed headings of the separate books of entry may be omitted in practice.

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PURCHASES DAY BOOK (*p*).

January, 1884. 1

Date.		Invoice Serial No.	NAME.	Purchases Ledger Folio.	Amount of Invoice.		
1884.							
Jan.	1	1	Rake, Holling, & Co.	1	250	0	0
	7	2	Grubb Alfred	6	3	6	0
	8	3	Bottomley, J., & Co.	3	17	15	7
	9	4	Rake, Holling, & Co.	1	342	5	0
	10	5	Bottomley, J., & Co.	3	127	8	4
	17	6	Hallas, Henry	7	17	9	6
	,,	7	Bottomley, J., & Co.	3	34	7	9
	,,	8	Beale, Benjamin	8	6	4	1
	19	9	Bottomley, J., & Co.	3	200	16	7
Feb.	6	10	Hallas, Henry	7	70	3	2
	8	11	Bradley, E. & R.	2	170	1	6
	9	12	Kaye, Albert, & Son	5	147	6	0
	14	13	Rake, Holling, & Co.	1	43	0	0
	17	14	Kaye, Albert, & Son	5	21	5	0
	,,	15	Rake, Holling, & Co.	1	430	5	0
	18	16	Do.	1	32	8	4
	24	17	Bottomley, J., & Co.	3	200	8	4
	27	18	Do.	3	325	3	1
	,,	19	Bradley, E. & R.	2	132	2	6
Mar.	6	20	Do.	2	62	1	0
	9	21	Kaye, Albert, & Son	5	107	9	6
	10	22	Kenworthy, R., & Co.	4	25	8	4
	13	23	Kaye, Albert, & Son	5	80	7	5
	14	24	Bottomley, J., & Co.	3	280	5	1
	16	25	Grubb, Alfred	6	10	1	6
	22	26	Kenworthy, R., & Co.	4	10	5	0
	27	27	Bradley, E. & R.	2	527	8	0
	28	28	Bradley, E. & R.	2	321	7	6
	31	29	Farrer & Co.	9	255	4	6
			Post total to **Dr.** *of Private Ledger, viz.:—*		4251	13	7
			Material & Manufacture Account. *Fo.*	15	4108	16	0
			Mill Furnishings, Repairs, and Renewals Account, *Folio*	16	123	6	0
			Incidental Expenses Account. ,,	9	19	11	7
					4251	13	7
April	8	30	Wilkinson, Jno., & Co.	10	48	19	0
	9	31	Hallas, Henry	7	96	18	4
	10	32	Milnes, Albert	11	3	2	4
	17	33	Wilkinson, Jno., & Co.	10	384	13	7
	28	34	Rake, Holling, & Co.	1	474	17	6
May	1	35	Bradley, E. & R.	2	146	5	6
	4	36	Do.	2	382	14	6
	9	37	Do.	2	141	8	4
	11	38	Rake, Holling, & Co.	1	351	16	0
	15	39	Grubb, Alfred	6	2	1	7
	,,	40	Jacomb & Co.	12	250	0	0
	16	41	Rake, Holling, & Co.	1	932	0	0
			Carried forward....		3214	16	8

(*p*) Each individual entry in this book is posted to the **Cr.** of its respective account in the Purchases Ledger.

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PURCHASES DAY BOOK.—Continued.

2 June, 1884.

Date.		Invoice Serial No.	NAME.	Purchases Ledger Folio.	Amount of Invoice.		
1884.							
			Forward.....		3214	16	8
June	1	42	Hutchinson, H. & Co.	13	58	10	0
	,,	43	Milnes, Albert	11	3	2	4
	,,	44	Bradley, E. & R.	2	250	5	7
	17	45	Hallas, Henry	7	29	8	7
	30	46	Farrer & Co.	9	162	9	5
			Post total to **Dr.** *of Private Ledger, viz* :—		3718	12	7
			Material & Manufacture Account. *Fo.*	15	3531	14	1
			Mill Furnishings, Repairs and Renewals Account. *Fo.*	16	126	6	11
			Plant and Machinery Account. ,,	3	58	10	0
			Incidental Expenses Account. ,,	9	2	1	7
					3718	12	7

RETURNS & CLAIMS (Purchases) DAY BOOK (*q*).

1 January, 1884.

Date.		Invoice Serial No.	NAME.	Purchases Ledger Folio.	Amount of Invoice.		
1884							
Jan.	27	r0941	Hallas, Henry	7	12	11	10
Feb.	2	r0982	Rake, Holling, & Co.....	1	2	1	8
Mar.	1	9	Bottomley, J., & Co.....	3	9	0	8
			Post total to **Cr.** *of Private Ledger, viz* :—		23	14	2
			Material & Manufacture Account. *Fo.*	15	11	2	4
			Mill Furnishings, &c., Account. ,,	16	12	11	10
					23	14	2
May	17	28	Bradley, E. & R.	2	3	10	0
	,,	29	Farrer & Co.	9	3	7	0
			Post total to **Cr.** *of Private Ledger, viz* :—		6	17	0
			Material & Manufacture Account. *Fo.*	15	6	17	0

(*q*) Each individual entry in this book is posted to the **Dr.** of its respective account in the Purchases Ledger.

(*r*) These numbers relate to Invoices of the preceding year.

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SALES DAY BOOK (*s*).

January, 1884. 1

Date.		Sales Ledger Folio.	Name and full particulars of Invoice.					Amount of each item of the Invoice.			Total of each Invoice.		
1884.													
Jan.	1	1	Biggs & Willet, London										
			6/4 Worsted A 4	2667	44⅜								
				2780	43¾								
				2779	45½								
				2778	44⅜								
				2777	45½								
				2776	43								
						267	9/-	120	3	0			
			B 3	2675	46⅜								
				2804	45½								
						92	9/3	42	11	0			
			Canvas					0	3	0	162	17	0
	4	7	Bartrum & Co., London										
			3/4 Fcy. B × 20	2823	45½								
				2817	45								
						90½	4/9	21	8	8			
			Canvas					0	0	10	21	9	6
	5	3	Holland & Co. .....London								229	10	8
	9	7	Bartrum & Co. .....London								54	17	6
	,,	1	Biggs & Willet .....London								57	9	8
	,,	3	Holland & Co. .....London								328	5	9
	11	7	Bartrum & Co. .....London								33	5	9
	12	8	Williams & Co.....Liverpool								284	7	2
	15	1	Biggs & Willet .....London								179	8	2
	16	1	Biggs & Willet .....London								432	1	6
	26	2	Arthur & Co. .....Glasgow								140	17	2
	27	1	Biggs & Willet .....London								24	9	7
Feb.	6	8	Williams & Co.....Liverpool								22	7	4
	8	3	Holland & Co. .....London								321	6	2
	10	1	Biggs & Willet .....London								154	9	6
	14	8	Williams & Co.....Liverpool								230	9	7
	21	8	Williams & Co.....Liverpool								421	7	6
Mar.	3	8	Williams & Co.....Liverpool								297	8	4
	6	1	Biggs & Willet .....London								136	4	5
	8	1	Biggs & Willet .....London								75	8	0
	12	3	Holland & Co. .....London								27	8	9
	14	3	Holland & Co. .....London								291	4	1
	17	5	Berridge Bros. .....Birmingham ..								50	5	0
	20	1	Biggs & Willet .....London								280	1	2
	21	2	Arthur & Co. .....Glasgow								498	2	1
	,,	4	Brown & Co. .....Bristol								274	8	2
	22	2	Arthur & Co. .....Glasgow								71	4	2
			Post total to **Cr.** *of Sales Account in the Private Ledger. Folio 17.*								5100	13	8

(*s*) Each individual entry in this book is posted to the **Dr.** of its respective account in the Sales Ledger.

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SALES DAY BOOK.—Continued.

2 April, 1884.

Date.		Sales Ledger Folio.	Name and full particulars of Invoice.	Amount of each item of the Invoice.	Total of each Invoice.		
1884							
April	7	1	Biggs & Willet .....London		30	9	3
	27	8	Williams & Co. .....Liverpool		297	4	3
	28	8	Williams & Co. .....Liverpool		12	9	6
	,,	5	Berridge Bros. .....Birmingham ..		350	17	8
May	1	8	Williams & Co. .....Liverpool		322	1	4
	2	3	Holland & Co.....London		438	14	1
	,,	7	Bartrum & Co. .....London		492	8	4
	4	6	Graham, F., & Co. .....Leeds		429	2	4
	5	7	Bartrum & Co. .....London		52	1	7
	6	1	Biggs & Willet .....London		99	18	4
	7	9	Murrell & Barnes .....Birmingham ..		120	8	7
	8	2	Arthur & Co. .....Glasgow.....		422	17	8
	,,	5	Berridge Bros. .....Birmingham ..		120	10	6
	9	3	Holland & Co. .....London		128	5	4
	,,	7	Bartrum & Co. .....London		87	9	8
	,,	1	Biggs & Willet .....London		329	8	4
	10	9	Murrell & Barnes .....Birmingham ..		29	17	8
	11	7	Bartrum & Co. .....London		381	4	3
	12	2	Arthur & Co. .....Glasgow.....		21	4	1
	22	3	Holland & Co. .....London		320	1	6
June	3	8	Williams & Co. .....Liverpool		221	8	4
	7	2	Arthur & Co.....Glasgow.....		221	7	8
	8	7	Bartrum & Co. .....London		321	2	3
	9	2	Arthur & Co. .....Glasgow.....		410	1	7
	12	6	Graham, F., & Co. .....Leeds		49	9	6
	14	7	Bartrum & Co. .....London		70	11	8
	16	4	Brown & Co. .....Bristol		74	9	5
	24	3	Holland & Co. .....London		40	16	1
			Post total to **Cr.** *of Private Ledger. Fo. 17*		5896	0	9

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RETURNS & ALLOWANCES (Sales) DAY BOOK (*t*).

January, 1884. 1

Date.		Sales Ledger Folio.	Name and full particulars of Returns and Allowances.					Amount of each item of the Credit Note.			Total of each Credit Note.		
1884. Jan.	5	1	Biggs & Willet, London										
			6/4 Worsted A 4	2776	43		9/-	19	7	0			
			,, ,, B 3	2675	46¾								
			,, ,, ,, ...	2804	45¼								
						92	9/8	42	11	0			
			Ex. Invoice January 1st, Sales Day Book, Fo. 1								61	18	0
Feb.	8	8	Williams & Co.....Liverpool								22	7	4
			Post total to **Dr.** *of Sales Account in Private Ledger. Folio 17.*								84	5	4
May	6	4	Brown & Co. .....Bristol.....								0	19	10
	12	9	Murrell & Barnes.....Birmingham ..								120	8	7
			Post total to **Dr.** *of Sales Account. Fo. 17.*								121	8	5

(*t*) Each individual entry in this book is posted to the **Cr.** of its respective account in the Sales Ledger.

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1 January,

Date.		Name or Particulars of amounts received.	Ledger Folio.	Discounts.			Bank.			Cashier.		
1884.												
Jan.	1	*Cash in hand*								45	7	8
	4	Biggs & Willet	1	37	15	9	1462	10	0			
	30	Bank, *contra*	10							885	0	0
Feb.	2	Bills Receivable ..... No.	1				429	11	7			
	22	Berridge Bros.	5	8	10	9	882	15	6			
	28	Bank, *contra*	10							340	0	0
Mar.	7	Biggs & Willet	1	19	5	0	750	18	4			
	8	Bills Receivable ..... No.	2				990	10	0			
	9	Jones, Thos., for Waste	15							5	0	0
	30	Bank, *contra*	10							885	0	0
				65	11	6	3966	0	5	1110	7	8
		Bank Balance to fo.	2				989	16	3			
							4955	16	8			
		Post Total to **Dr.** *Discounts Account* .....PL	4	...	...	...	...	...	...	65	11	6
		Do. to **Dr.** *Bank Account* ..... ,,	6	...	...	...	...	...	...	3966	0	5
		Do. to **Dr.** *Cash Account*		...	...	...	1110	7	8			
		Less Balance January 1st ..... ,,	5	...	...	...	45	7	8	1065	0	0
							Total entries			5096	11	11

Each individual entry on the left-hand side of this book is posted to the **Cr.** of its respective Account in the Ledger.

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BOOK.

1884. **1**

Date.		Voucher Serial No.	Name or Particulars of amounts paid.	Ledger Folio.	Discounts.			Bank.			Cashier.		
1884.													
Jan.	1		*Balance owing to Bank*					1050	10	0			
	2	1	Ramsden, Sir John, Rent of Warehouse, Half-year ending December 31st, 1883	8				7	5	0			
	5	2	Grubb, Alfred	6	0	4	9	4	14	0			
	7	3	London & North Western Railway Co.	7				3	2	6			
	8	4	Broadbent, J., Rent and Power, quarter ending December 31st, 1883	8				150	0	0			
	15	5	Bradley, E. & R.	2	13	10	3	526	19	0			
	23		Bills Payable ..... No.	1				320	7	5			
	,,	6	Gas Company to December 31st, 1883.....	8				25	3	6			
	30	7	Armitage & Norton, Andit Fee	9				6	6	0			
	,,		Cashier, *Contra*.....	10				385	0	0			
	31	WB 2	Mill Wages	11							282	16	8
	,,		Warehouse and Office Salaries.....	12							13	8	0
	,,	AC	Crosland, A., Drawings Account	13							26	10	0
	,,	PC 3	Petty Expenses	9							10	0	0
	,,		Traveller's Salary and Expenses	14				37	10	0			
Feb.	2	8	Johnson, Whitewashing	9							3	10	6
	10	9	London & North Western Railway Co.	7				7	2	1			
	19	10	Kenworthy, R., & Co.....	4	1	2	0	20	19	6			
	23	,,	Bills Payable..... No.	2				221	4	7			
	,,	,,	Do. ..... ,,	3				416	9	0			
	25	11	Huddersfield Infirmary.....	9				3	3	0			
	28		Cashier, *Contra*	10				340	0	0			
	,,	WB 4	Mill Wages.....	11							277	12	5
	,,		Warehouse and Office Salaries	12							13	8	0
	,,	AC	Crosland, A., Drawings Account	13							32	10	0
	,,	PC 5	Petty Expenses	9							11	0	0
	,,		Traveller's Salary and Expenses	14				38	4	0			
Mar.	5	12	London & North Western Railway Co.	7				6	9	8			
	17	13	Webster, J., Painting.....	9							3	13	4
	19	14	Bottomley & Co.	3	12	6	0	479	11	7			
	,,	15	Beale, Benjamin	8	0	6	1	5	18	0			
	23		Bills Payable ..... No.	4				527	19	6			
	30		Cashier, *Contra*.....	10				385	0	0			
	31	WB 6	Mill Wages.....	11							339	10	4
	,,		Warehouse and Office Salaries	12							13	8	0
	,,	AC	Crosland, A., Drawings Account	13							27	0	0
	,,	PC 7	Petty Expenses	9							10	0	0
	,,		Traveller's Salary and Expenses	14				36	18	4			
					27	9	1	4955	16	8	1064	12	3
			Cash Balance to fo.	2							45	15	5
											1110	7	8
			Post total to **Cr.** *Discounts Account*....PL	4	.....			.....			27	9	1
			Do. to **Cr.** *Bank Account*		.....			4955	16	8			
			Less Balance January 1st.. ,,	6	.....			1050	10	0	3905	6	8
			Do. to **Cr.** *Cash Account* ..... ,,	5	.....			.....			1064	12	3
								Total Entries			4997	8	0

Each individual entry on the right-hand side of this book is posted to the **Dr.** of its respective Account in the Ledger.

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2 April,

Date.		Name or Particulars of amounts received.	Ledger Folio.	Discounts.			Bank.			Cashier.		
1884.												
Apl.	1	*Cash Balance* ..... *from folio*	1							45	15	5
	6	Biggs & Willet	1	4	9	6	174	9	7			
	16	Bills Receivable ..... No.	8				1976	0	8			
	30	Bank, *contra*	10							335	0	0
May	5	Williams & Co.	8	30	16	7	1202	16	0			
	6	Brown & Co.	4	20	11	6	802	14	8			
	8	Holland & Co.	8	47	9	6	1851	16	0			
	11	Biggs & Willet	1	5	6	0	206	6	5			
	16	Boothroyd, John, for Waste	15							8	2	0
	30	Bank, *contra*	10							370	0	0
June	6	Biggs & Willet	1	7	15	5	302	15	0			
	21	Bills Receivable ..... No.	4				109	12	9			
	,,	Do. ..... ,,	5				140	17	2			
	,,	Do. ..... ,,	6				711	8	9			
	,,	Do. ..... ,,	7				569	6	8			
	30	Bank, *contra*	10							345	0	0
		Bank Balance carried down		116	8	6	8047	17	5	1098	17	5
							186	19	1			
							8234	16	6			
		Post Total to **Dr.** *Discounts Account* ..... PL	4	.....			.....			116	8	6
		Do. *to* **Dr.** *Bank Account* ..... ,,	6	.....			.....			8047	17	5
		Do. *to* **Dr.** *Cash Account*		.....			1098	17	5			
		Less Balance April 1st ..... ,,	5	.....			45	15	5	1053	2	0
							Total entries			9217	7	11
July	1	*Cash Balance brought down*								52	3	4

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1884. 2

Date.		Voucher Serial No.	Name or Particulars of amounts paid.	Ledger Folio.	Discounts.			Bank.			Cashier.		
1884.													
Apl.	1		*Bank Balance* .....*from folio*	1				989	16	8			
	10	16	London & North Western Railway Co.	7				6	8	7			
	11	17	Queen Fire Insurance Co. to April, 1885.....	8				42	8	4			
	„	18	Broadbent, J., Rent and Power, to March 31st, £150; overtime £9 10s. 0d.....	8				159	10	0			
	16	19	Bradley, E. & R.	2	4	5	6	165	16	0			
	„	20	Kenworthy, R., & Co.....	4	1	15	8	33	17	8			
	„	21	Kaye, Albert & Son.....	5	4	4	4	164	6	8			
	23		Bills Payable..... No.	5				418	10	0			
	26	22	Hallas, Henry	7	3	15	10	71	5	0			
	30		Cashier, *Contra*.....	10				335	0	0			
	„	WB 8	Mill Wages	11							274	18	11
	„		Warehouse and Office Salaries.....	12							13	8	0
	„	AC	Crosland, A., Drawings Account	13							22	17	0
	„	PC 9	Petty Expenses	9							13	9	0
	„		Traveller's Salary and Expenses	14				39	4	0			
May	8	23	London & North Western Railway Co.	7				7	1	5			
	14	24	Kaye, A. & Son.....	5	4	13	11	183	3	0			
	„	25	Bottomley, J. & Co.	3	20	3	6	785	13	0			
	„	26	Bradley, E. & R.	2	4	17	6	189	6	0			
	15	27	Jacomb & Co.	12				250	0	0			
	30		Cashier, *Contra*	10				370	0	0			
	31	WB 10	Mill Wages.....	11							228	3	3
	„		Warehouse and Office Salaries	12							13	8	0
	„	AC	Crosland, A., Drawings Account	13							22	0	0
	„	PC 10	Petty Expenses	9							10	0	0
	„		Traveller's Salary and Expenses	14				35	7	0			
June	4	28	London & North Western Railway Co.	7				5	18	6			
	18	29	Hutchinson, H. & Co.	13				58	10	0			
	„	30	Bradley, E. & R.	2	21	2	7	824	2	11			
	„	31	Milnes, Albert	11	0	0	4	3	2	0			
	„	32	Grubb, Alfred	6	0	9	1	15	0	0			
	„	33	Wilkinson, J. & Co.	10	10	16	7	422	16	0			
	23		Bills Payable..... No.	6				1470	0	0			
	„		Do. ..... „	7				370	9	2			
	28	34	Mills & Brown, Solicitor s'Costs, re Jones.....	9				3	2	0			
	30	35	Farrer & Co.	9	20	14	11	398	12	0			
	„	36	Telephone Rent	9				15	15	0			
	„		Cashier, *Contra*.....	10				345	0	0			
	„	WB 12	Mill Wages.....	11							294	5	11
	„		Warehouse and Office Salaries	12							13	8	0
	„	AC	Crosland, A., Drawings Account	13							30	0	0
	„	PC 12	Petty Expenses	9							11	0	0
	„		Traveller's Salary and Expenses	14				35	15	0			
	„		Bank Charges	4				30	6	0			
					96	19	9	8234	16	6	1046	14	1
			Cash Balance carried down.....								52	3	4
											1098	17	5
			Post total to Cr. *Discounts Account*....PL	4	.....			.....			96	19	9
			Do. to Cr. *Bank Account*.....		.....			8234	16	6			
			Less Balance April 1st .... „	6	.....			989	16	8	7245	0	8
			Do. to Cr. *Cash Account*..... „	5	.....			.....			1046	14	1
								Total Entries			8388	14	1
July	1		*Bank Balance brought down*.....								186	19	1

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PURCHASES LEDGER.

1 Dr. Rake, Holling & Co., Halifax. Cr.

1884							1884						
Feby.	2	To Returns	0982	2	1	8	Jan.	1	By Balance...O.L.	97	1472	1	8
„	20	„ Bills Payable, due June 28rd..No.	6	1470	0	0							
		1472 : 1 : 8											
April	20	„ Bills Payable, due Aug. 28rd..No.	8	592	5	0	Jan.	1	„ Goods	1	250	0	0
								9	„ Do.	4	342	5	0
									592 : 5 : 0				
May	20	„ Bills Payable, due Sept. 28rd..No.	9	505	18	4	Feby.	14	„ Goods	13	43	0	0
								17	„ Do.	15	430	5	0
								18	„ Do.	16	32	8	4
									505 : 13 : 4				
							April	28	„ Goods	34	474	17	6
							May	11	„ Do.	38	351	16	0
								16	„ Do.	41	982	0	0

2 Dr. Bradley, E. & R., Bradford. Cr.

1884							1884						
Jan.	15	To Cash	1	526	19	0	Jan.	1	By Balance...O.L.	122	540	9	3
	15	„ Discount	1	13	10	3							
		540 : 9 : 3											
April	16	„ Cash	2	165	16	0	Feby.	8	„ Goods	11	170	1	6
	16	„ Discount	2	4	5	6							
		170 : 1 : 6											
May	14	„ Cash	2	189	6	0		27	„ Goods	19	132	2	6
	14	„ Discount	2	4	17	6	Mar.	6	„ Do.	20	62	1	0
		194 : 3 : 6							194 : 3 : 6				
	17	„ Returns	28	3	10	0		27	„ Goods	27	527	8	0
June	18	„ Cash	2	824	2	11		28	„ Do.	28	321	7	6
	18	„ Discount	2	21	2	7							
		848 : 15 : 6							848 : 15 : 6				
							May	1	„ Goods	35	146	5	6
								4	„ Do.	36	362	14	6
								9	„ Do.	37	141	8	4
							June	1	„ Do.	44	250	5	7

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PURCHASES LEDGER.—Continued.

Dr. Bottomley, J. & Co., Huddersfield. Cr. 3

1884.							1884.							
Mar.	1	To Returns	9	9	0	8	Jan.	1	By Balance.....O.L.	134	120	10	0
	19	„ Cash	1	479	11	7		8	„ Goods	3	17	15	7
	19	„ Discount	1	12	6	0		10	„ Do.	5	127	8	4
				500 : 18 : 8				17	„ Do.	7	84	7	9
								19	„ Do.	9	200	16	7
											500 : 18 : 8		
May	14	To Cash	2	785	18	0	Feby.	24	„ Goods	17	200	8	4
	14	„ Discount	2	20	8	6		27	„ Do.	18	325	8	1
				805 : 16 : 6			Mar.	14	„ Do.	24	280	5	1
											805 : 16 : 6		

Dr. Kenworthy, R. & Co., Huddersfield. Cr. 4

1884.							1884.							
Feby.	19	To Cash	1	20	19	6	Jan.	1	By Balance.....O.L.	136	22	1	6
	19	„ Discount	1	1	2	0							
				22 : 1 : 6									
April	16	„ Cash	2	33	17	8	Mar.	10	„ Goods	22	25	8	4
	16	„ Discount	2	1	15	8		22	„ Do.	26	10	5	0
				35 : 13 : 4							35 : 13 : 4		

Dr. Haye, Albert & Son, Huddersfield. Cr. 5

1884.							1884.							
Feby.	20	To Bills Payable, due June 23rd..No.	7	370	9	2	Jan.	1	By Balance.....O.L.	144	370	9	2
April	16	„ Cash	2	164	6	8	Feby	9	„ Goods	12	147	6	0
	16	„ Discount	2	4	4	4		17	„ Do.	14	21	5	0
				168 : 11 : 0							168 : 11 : 0		
May	14	„ Cash	2	183	3	0	Mar.	9	„ Goods	21	107	9	6
	14	„ Discount	2	4	13	11		18	„ Do.	23	80	7	5
				187 : 16 : 11							187 : 16 : 11		

Dr. Grubb, Alfred, Huddersfield. Cr. 6

1884.							1884.							
Jan.	5	To Cash	1	4	14	0	Jan.	1	By Balance.....O.L.	146	4	18	9
	5	„ Discount	1	0	4	9							
				4 : 18 : 9									
June	18	„ Cash	2	15	0	0		7	„ Goods	2	3	6	0
	18	„ Discount	2	0	9	1	Mar.	16	„ Do.	25	10	1	6
							May	15	„ Do.	39	2	1	7
		15 : 9 : 1									15 : 9 : 1		

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PURCHASES LEDGER.—Continued.

7 *Dr.* *Hallas, Henry, Huddersfield.* *Cr.*

1884							1884						
Jan.	27	To Returns	0941	12	11	10	Jan.	17	By Goods	6	17	9	6
April	26	„ Cash	2	71	5	0	Feb.	6	„ Do.	10	70	8	2
	26	„ Discount	2	8	15	10							
		87 : 12 : 8							87 : 12 : 8				
							April	9	„ Goods	31	96	18	4
							June	17	„ Do.	45	29	8	7

8 *Dr.* *Beale, Benjamin, Liverpool.* *Cr.*

1884							1884						
Mar.	19	To Cash	1	5	18	0	Jan.	17	By Goods	8	6	4	1
	19	„ Discount	1	0	6	1							
		6 : 4 : 1											

9 *Dr.* *Farrer & Co., Holmfirth.* *Cr.*

1884							1884						
May	17	To Returns	29	8	7	0	Mar.	31	By Goods	29	255	4	6
June	30	„ Cash	2	393	12	0	June	30	„ Do.	46	162	9	5
	30	„ Discount	2	20	14	11							
		417 : 18 : 11							417 : 18 : 11				

10 *Dr.* *Wilkinson, John & Co., Dewsbury.* *Cr.*

1884							1884						
June	18	To Cash	2	422	16	0	April	8	By Goods	30	48	19	0
	18	„ Discount	2	10	16	7		17	„ Do.	33	384	18	7
		433 : 12 : 7							433 : 12 : 7				

11 *Dr.* *Milnes, Albert, Holmfirth.* *Cr.*

1884							1884						
June	18	To Cash	2	3	2	0	April	10	By Goods	32	3	2	4
	18	„ Discount	2	0	0	4							
		3 : 2 : 4											
							June	1	„ Goods	43	3	2	4

12 *Dr.* *Jacomb & Co., London.* *Cr.*

1884							1884						
May	15	To Cash	2	250	0	0	May	15	By Goods	40	250	0	0

13 *Dr.* *Hutchinson, H. & Co., Oldham.* *Cr.*

1884							1884						
June	18	To Cash	2	58	10	0	June	1	By Goods	42	58	10	0

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SALES LEDGER.

Dr. Biggs & Willet, London. Cr. 1

1884							1884						
Jan.	1	To Balance from O.L...	79	1500	5	9	Jan.	4	By Cash	1	1462	10	0
								4	„ Discount	1	37	15	9
									1500 : 5 : 9				
	1	„ Goods	1	162	17	0		5	„ Returns	1	61	18	0
	9	„ Do.	1	57	9	8	Mar.	7	„ Cash	1	750	13	4
	15	„ Do.	1	179	8	2		7	„ Discount	1	19	5	0
	16	„ Do.	1	482	1	6							
		881 : 16 : 4							881 : 16 : 4				
	27	„ Goods	1	24	9	7	April	6	„ Cash	2	174	9	7
Feb.	10	„ Do.	1	154	9	6		6	„ Discount	2	4	9	6
		178 : 19 : 1							178 : 19 : 1				
Mar.	6	„ Goods	1	136	4	5	May	11	„ Cash	2	206	6	5
	8	„ Do.	1	75	8	0		11	„ Discount	2	5	6	0
		211 : 12 : 5							211 : 12 : 5				
	20	„ Goods	1	280	1	2	June	6	„ Cash	2	302	15	0
April	7	„ Do.	2	30	9	3		6	„ Discount	2	7	15	5
		310 : 10 : 5							310 : 10 : 5				
May	6	„ Goods	2	99	18	4							
	9	„ Do.	2	329	8	4							

Dr. Arthur & Co., Glasgow. Cr. 2

1884							1884						
Jan.	1	To Balance from O.L...	133	1976	0	8	Jan.	5	By Bills Receivable..No.	3	1976	0	8
	26	„ Goods	1	140	17	2	April	4	„ Bills Receivable..No.	5	140	17	2
Mar.	21	„ Goods	1	498	2	1	June	4	„ Bills Receivable..No.	7	569	6	8
	22	„ Do.	1	71	4	2							
		569 : 6 : 8											
May	8	„ Goods	2	422	17	8							
	12	„ Do.	2	21	4	1							
June	7	„ Do.	2	221	7	8							
	9	„ Do.	2	410	1	7							

Dr. Holland & Co., London. Cr. 3

1884							1884						
Jan.	1	To Balance from O.L...	170	701	10	1	May	8	By Cash	2	1851	16	0
	5	„ Goods	1	229	10	8		8	„ Discount	2	47	9	6
	9	„ Do.	1	329	5	9							
Feb.	8	„ Do.	1	321	6	2							
Mar.	12	„ Do.	1	27	8	9							
	14	„ Do.	1	291	4	1							
		1899 : 5 : 6							1899 : 5 : 6				
May	2	„ Goods	2	438	14	1							
	9	„ Do.	2	128	5	4							
	22	„ Do.	2	320	1	6							
June	24	„ Do.	2	40	16	1							

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SALES LEDGER.—Continued.

4 *Dr.* **Brown & Co., Bristol.** *Cr.*

1884							1884					
Jan.	1	To Balance from O.L...	171	824	5	7	May	6	By Cash	2	802	14 8
								6	„ Discount	2	20	11 6
								6	„ Returns, &c.....	1	0	19 10
									824 : 5 : 7			
Mar.	21	„ Goods	1	274	8	2						
June	16	„ Do.	2	74	9	5						

5 *Dr.* **Berridge Bros., Birmingham.** *Cr.*

1884							1884					
Jan.	1	To Balance from O.L...	173	341	6	8	Feb.	22	By Cash	1	332	15 6
								22	„ Discount	1	8	10 9
									341 : 6 : 8			
Mar.	17	„ Goods	1	50	5	0						
April	28	„ Do.	2	250	17	8						
May	8	„ Do.	2	120	10	6						

6 *Dr.* **Graham, F. & Co., Leeds.** *Cr.*

1884							1884					
Jan.	1	To Balance from O.L...	174	711	3	9	May	7	By Bills Receivable..No.	6	711	3 9
May	4	„ Goods	2	429	2	4						
June	12	„ Do.	2	49	9	6						

7 *Dr.* **Bartrum & Co., London.** *Cr.*

1884							1884					
Jan.	4	To Goods	1	21	9	6	Mar.	4	By Bills Receivable..No.	4	109	12 9
	9	„ Do.	1	54	17	6						
	11	„ Do.	1	33	5	9						
		109 : 12 : 9										
May	2	To Goods	2	492	8	4						
	5	„ Do.	2	53	1	7						
	9	„ Do.	2	87	9	8						
	11	„ Do.	2	381	4	3						
June	8	„ Do.	2	321	2	3						
	14	„ Do.	2	70	11	8						

8 *Dr.* **Williams & Co., Liverpool.** *Cr.*

1884							1884					
Jan.	12	To Goods	1	284	7	2	Feb.	8	By Returns	1	22	7 4
Feb.	6	„ Do.	1	22	7	4	May	5	„ Cash	2	1202	16 0
	14	„ Do.	1	230	9	7		5	„ Discount	2	30	16 7
	21	„ Do.	1	421	7	6						
Mar.	3	„ Do.	1	297	8	4						
		1255 : 19 : 11							1255 : 19 : 11			
April	27	To Goods	2	297	4	3						
	28	„ Do.	2	12	9	6						
May	1	„ Do.	2	322	1	4						
June	3	„ Do.	2	221	3	4						

9 *Dr.* **Murrell & Barnes, Birmingham.** *Cr.*

1884							1884					
May	7	To Goods	2	120	3	7	May	12	By Returns	1	120	3 7
	10	„ Do.	2	29	17	8						

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Dr. Bills Payable. Cr.

Date when Cash Paid.			Cash Book Folio.	£	s.	d.	Serial No. of Bill.	Date Given.		Name.	Town.	Payable at	Months.	Due.		Purchases Ledger Folio.	Amount.		
1884								1883						1884		O.L.			
Jan.	28	To Cash..	1	320	7	5	1	Sep.	20	Rake, Holling & Co.....	Halifax	Smith, Payne & Smiths..	4	Jan.	28	97	320	7	5
Feb.	28	„ Do..	1	221	4	7	2	Oct.	20	Bradley, E. & R.	Bradford	Do. ..	4	Feb.	28	122	221	4	7
„	28	„ Do..	1	416	9	0	3	„	20	Rake, Holling & Co.....	Halifax	Do. ..	4	„	28	97	416	9	0
Mar.	28	„ Do..	1	527	19	6	4	Nov.	20	Rake, Holling & Co.....	Do.	Do. ..	4	Mar.	28	97	527	19	6
Apl.	28	„ Do..	2	413	10	0	5	Dec.	20	Bradley, E. & R.	Bradford	Do. ..	4	Apl.	28	122	413	10	0
				1899	10	6											1899	10	6
								1884								N.L.			
June	28	„ Cash..	2	1470	0	0	6	Feb.	20	Rake, Holling & Co.....	Halifax	Do. ..	4	June	28	1	1470	0	0
„	28	„ Do..	2	370	9	2	7	„	20	Kaye, Albert & Son	Huddersfield..	Huddersfield Banking Co.	4	„	28	5	370	9	2
				1840	9	2											1840	9	2
							8	Apl.	20	Rake, Holling & Co.....	Halifax	Smith, Payne & Smiths..	4	Aug.	28	1	592	5	0
							9	May	20	Rake, Holling & Co.....	Do.	Do. ..	4	Sep.	28	1	505	13	4

Dr. Bills Receivable. Cr.

Serial No. of Bill.	Date Received.		Received from	Town.	Payable at	Date Drawn.		Months.	Due.		Sales Ledger Folio.	Amount.			How Disposed of.	Date when Cash received.		Cash Book Folio.	£	s.	d.
1	1883 Oct.	2	Bartrum & Co...	London..	London & Westmr. Bank	1883 Oct.	1	4	1884 Feb.	4	O.L. 320	429	11	7	Paid into Bank	1884 Feb.	2	By Cash	1	429	11	7
2	Nov.	8	Arthur & Co.....	Glasgow	Bank of Scotland	Nov.	7	4	Mar.	10	183	990	10	0	Do.	Mar.	8	„ Do.	1	990	10	0
												1420	1	7						1420	1	7
3	1884 Jan.	5	Arthur & Co.....	Glasgow	Bank of Scotland	1884 Jan.	4	4	May	7	N.L. 2	1976	0	3	Do.	Apl.	16	By Cash	2	1976	0	3
4	Mar.	4	Bartrum & Co...	London..	London & Westmr. Bank	Mar.	3	4	July	6	7	109	12	9	Do.	June	21	„ Do.	2	109	12	9
												2085	13	0						2085	13	0
5	Apl.	4	Arthur & Co.....	Glasgow	Bank of Scotland	Apl.	3	4	Aug.	6	2	140	17	3	Do.	„	21	By Cash	2	140	17	3
6	May	7	Graham, F. & Co.	Leeds ..	Leeds & County Bank ..	May	7	4	Sept.	10	6	711	8	9	Do.	„	21	„ Do.	2	711	8	9
7	June	4	Arthur & Co.....	Glasgow	Bank of Scotland	June	3	4	Oct.	6	2	569	6	3	Do.	„	21	„ Do.	2	569	6	3
												1421	7	2						1421	7	2

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1 Dr. Capital

1884									
June	30	To Drawings	18				160	17	0
	30	„ Balance down					15328	4	9
							15489 : 1 : 9		

2 Dr. Trading

1884									
Jan.	1	To Stock on hand					9722	7	9
June	30	„ Material and Manufacture Account	15	7614	8	9			
		„ Mill Wages	11	1797	12	6			
							9412	1	3
		„ Discounts Account	4	80	9	6			
		„ Carriage Account	7	40	19	5			
		„ Rent and Power, Gas and Insurance	8	355	13	4			
		„ Incidental Expenditure	9	122	8	0			
		„ Warehouse and Office Salaries	12	80	8	0			
		„ Traveller's Salary and Expenses	14	222	18	4			
		„ Mill Furnishings, Repairs and Renewals	16	237	1	1			
		„ Depreciation of Plant and Machinery	3	118	14	6			
							1258	12	2
		„ Capital Account :—							
		Interest on Capital	1	365	0	7			
		Net Profit	1	460	7	3			
							825	7	10
				21218 : 9 : 0					
June	30	To Stock on hand					10427	8	4

3 Dr. Plant and Machinery

1884									
Jan.	1	To Value at this date					3166	13	7
June	30	„ Sundries, per Purchases Day Book	2				58	10	0
				3225 : 3 : 7					
June	30	To Balance					3106	9	1

4 Dr. Discounts

1884									
Jan.	1	To Reserve on Creditors					62	10	0
Mar.	31	„ Sundries, per Cash Book	1	65	11	6			
June	30	„ Cash, Bank Charges	2	80	8	0			
„	30	„ Sundries, per Cash Book	2	116	0	0			
„	30	„ Reserve on Debtors carried down							
				426 : 10 : 6					
June	30	To Reserve on Creditors							

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LEDGER.

Account. Cr. 1

1884									
Jan.	1	*By Balance*					14663	13	11
June	30	„ *Trading Account* :—							
		Interest on Capital	2	365	0	7			
		Net Profit	2	460	7	3			
							825	7	10
		15489 : 1 : 9							
June	30	*By Balance*					15328	4	9

Account (u). Cr. 2

1884									
June	30	*By Sales*	17				10791	0	8
„	30	„ *Stock on hand*					10427	8	4
		21218 : 9 : 0							

Account. Cr. 3

1884									
June	30	*By Trading Account, Depreciation*	2				118	14	6
„	30	„ *Balance*					3106	9	1
		3225 : 3 : 7							

Account. Cr. 4

1884									
Jan.	1	*By Reserve on Debtors*					151	7	6
Mar.	31	„ Sundries, per Cash Book	1	27	9	1			
June	30	„ Do. Do.	2	96	19	9			
							124	8	10
„	30	„ *Reserve on Creditors, carried down*					70	4	8
„	30	„ *Trading Account*	2				80	9	6
		426 : 10 : 6							
June	30	*By Reserve on Debtors*					151	14	6

(u) **The arrangement of the items in the Trading Account is treated fully in Set II.**

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5 *Dr.* Cash

1884										
Jan.	1	*To Balance in hand*						45	7	8
Mar.	31	„ Sundries, per Cash Book	1	1065	0	0				
June	30	„ Do. Do.	2	1053	2	0				
								2118	2	0
		2163 : 9 : 8								
June	30	*To Balance*						52	3	4

6 *Dr.* Huddersfield Banking

1884										
Mar.	31	To Sundries, per Cash Book	1	3966	0	5				
June	30	„ Do. Do.	2	8047	17	5				
								12013	17	10
	30	„ *Balance*						186	19	1
		12200 : 16 : 11								

7 *Dr.* Carriage

1884										
Jan.	7	To Cash, L. & N. W. Ry. Co.	1	3	2	6				
Feb.	10	„ Do. Do.	1	7	2	1				
Mar.	5	„ Do. Do.	1	6	9	8				
								16	14	3
Apl.	10	„ Do. Do.	2	6	3	7				
May	8	„ Do. Do.	2	7	1	5				
June	4	„ Do. Do.	2	5	18	6				
								19	3	6
	30	„ *Reserve, for Account not delivered*						8	4	2
		44 : 1 : 11								

8 *Dr.* Rent and Power, Gas and

1884										
Jan.	2	To Cash. Sir J. Ramsden, Rent of Warehouse, due December 31st.....	1	7	5	0				
	8	„ Do. J. Broadbent, Rent and Power Do.	1	150	0	0				
	23	„ Do. Gas Account to December 31st	1	25	8	6				
								182	8	6
Apl.	11	„ Do. Queen Fire Insurance Co., to April, 1885.....	2	42	8	4				
	11	„ Do. J. Broadbent, Rent and Power to March 31st; overtime £9 10s.	2	159	10	0				
								201	18	4
June	30	„ *Reserve, viz :—*								
		Rent to June 30th ..... 150 : 0 : 0								
		Gas Do. ..... 25 : 0 : 0		175	0	0				
		Less, Fire Insurance paid in advance....		30	16	0				
								144	4	0
		528 : 10 : 10								

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Account. Cr. 5

1884									
Mar.	31	By Sundries, per Cash Book	1	1064	12	8			
June	30	„ Do. Do.	2	1046	14	1			
							2111	6	4
	30	„ *Balance*					52	8	4
		2163 : 9 : 8							

Co., Ltd., Huddersfield. Cr. 6

1884									
Jan.	1	*By Balance due to Bank*					1050	10	0
Mar.	31	„ Sundries, per Cash Book	1	3905	6	8			
June	30	„ Do. Do.	2	7245	0	3			
							11150	6	11
		12200 : 16 : 11							
June	30	*By Balance*					186	19	1

Account. Cr. 7

1884									
Jan.	1	*By Reserve*					3	2	6
June	30	„ *Trading Account*	2				40	19	5
		44 : 1 : 11							
June	30	*By Reserve*					8	4	2

Insurance Account. Cr. 8

1884									
Jan.	1	*By Reserve*					172	17	6
June	30	„ *Trading Account*	2				355	13	4
		528 : 10 : 10							
June	30	*By Reserve*					144	4	0

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9 Dr. Incidental Expenditure

1884									
Jan.	30	To Cash, A. & N., Audit fee	1	6	6	0			
	31	„ Do. Petty Expenses	1	10	0	0			
Feb.	2	„ Do. for Whitewashing	1	8	10	6			
	25	„ Do. Huddersfield Infirmary	1	8	8	0			
	28	„ Do. Petty Expenses	1	11	0	0			
Mar.	17	„ Do. for Painting	1	8	18	4			
	31	„ Do. Petty Expenses	1	10	0	0			
	31	„ Sundries, por Purchases Day Book	1	19	11	7			
							67	9	5
April	30	„ Cash, Petty Expenses	2	18	0	0			
May	31	„ Do. Do.	2	10	0	0			
June	28	„ Do. Mills & Brown, Solicitors' Costs re Jones	2	8	2	0			
	30	„ Do. Telephone Rent one year to December 31st, 1884	2	15	15	0			
	30	„ Do. Petty Expenses	2	11	0	0			
	30	„ Sundries, per Purchases Day Book	2	2	1	7			
							54	18	7
		122 : 8 : 0							

10 Dr. Contras

1884									
Jan.	30	To Cash	1	335	0	0			
Feb.	28	„ Do.	1	340	0	0			
Mar.	30	„ Do.	1	385	0	0			
							1060	0	0
April	30	„ Do.	2	335	0	0			
May	30	„ Do.	2	370	0	0			
June	30	„ Do.	2	345	0	0			
							1050	0	0
		2110 : 0 : 0							

11 Dr. Mill Wages

1884									
Jan.	31	To Cash	1	282	16	8			
Feb.	28	„ Do.	1	277	12	5			
Mar.	31	„ Do.	1	339	10	4			
							899	19	5
April	30	„ Do.	2	274	18	11			
May	31	„ Do.	2	328	8	3			
June	30	„ Do.	2	294	5	11			
							897	13	1
		1797 : 12 : 6							

12 Dr. Warehouse and Office

1884									
Jan.	31	To Cash	1	13	8	0			
Feb.	28	„ Do.	1	13	8	0			
Mar.	31	„ Do.	1	13	8	0			
							40	4	0
April	30	„ Do.	2	13	8	0			
May	31	„ Do.	2	13	8	0			
June	30	„ Do.	2	13	8	0			
							40	4	0
		80 : 8 : 0							

13. Dr. Drawings (A. Crosland)

1884									
Jan.	31	To Cash	1	26	10	0			
Feb.	28	„ Do.	1	32	10	0			
Mar.	31	„ Do.	1	27	0	0			
							86	0	0
April	30	„ Do.	2	22	17	0			
May	31	„ Do.	2	22	0	0			
June	30	„ Do.	2	30	0	0			
							74	17	0
		160 : 17 : 0							

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Account. Cr. 9

1884									
June	30	By Trading Account	2				122	8	0

Account. Cr. 10

1884									
Jan.	30	By Cash	1	335	0	0			
Feb.	28	„ Do.	1	340	0	0			
Mar.	30	„ Do.	1	385	0	0			
							1060	0	0
April	30	„ Do.	2	335	0	0			
May	30	„ Do.	2	370	0	0			
June	30	„ Do.	2	345	0	0			
							1050	0	0
				2110 : 0 : 0					

Account. Cr. 11

1884									
June	30	By Trading Account	2				1797	12	6

Salaries Account. Cr. 12

1884									
June	30	By Trading Account	2				80	8	0

Account. Cr. 13

1884									
June	30	By Capital Account	1				160	17	0

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14 *Dr.* Traveller's Salary and

1884									
Jan.	31	To Cash	1	37	10	0			
Feb.	28	„ Do.	1	38	4	0			
Mar.	31	„ Do.	1	36	18	4			
							112	12	4
April	30	„ Do.	2	30	4	0			
May	31	„ Do.	2	35	7	0			
June	30	„ Do.	2	35	15	0			
							110	6	0
		222 : 18 : 4							

15 *Dr.* Material and Manufacture

1884									
Mar.	31	To Sundries, per Purchases Day Book	1	4108	16	0			
June	30	„ Do. Do. Do.	2	3531	14	1			
							7640	10	1

16 *Dr.* Mill Furnishings and Repairs

1884									
Mar.	31	To Sundries, per Purchases Day Book	1	123	6	0			
June	30	„ Do. Do. Do.	2	126	6	11			
							249	12	11

17 *Dr.* Sales

1884									
Mar.	31	To Sundries, per Returns (Sales) Day Book	1	84	5	4			
June	30	„ Do. Do. Do. Do.	1	121	8	5			
							205	13	9
	30	„ *Trading Account*	2				10791	0	8
		10996 : 14 : 5							

BALANCE SHEET

	LIABILITIES.					
	Sundry Creditors:—					
	In Purchases Ledger	2808	16	8		
P.L. 4	*Less* Discounts	70	4	8		
					2738	12	0
P.L. 7, 8	In Private Ledger				152	8	2
P.L. 6	*Huddersfield Banking Co., Limited*				186	19	1
	Bills Payable				1097	18	4
P.L. 1	*Capital*:—						
	January 1st, 1884	14668	13	11			
	Add interest to date	365	0	7			
	Add Net Profit per Trading a/c	460	7	3			
		15489	1	9			
	Less Drawings	160	17	0			
					15328	4	9
					19504	2	4

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Expenses Account. Cr. 14

1884									
June	30	By *Trading Account*	2				222	18	4

Account. Cr. 15

1884									
Mar.	31	By Sundries, per Returns (Purchases) Day Book	1	11	2	4			
	9	„ Cash, T. Jones	1	5	0	0			
May	16	„ Do. J. Boothroyd	2	8	2	0			
June	30	„ Sundries, per Returns (Purchases) Day Book	1	6	17	0			
							26	1	4
June	30	„ *Trading Account*	2				7614	8	9
		7640 : 10 : 1							

and Renewals Account. Cr. 16

1884								
Mar.	31	By Sundries, per Returns (Purchases) Day Book	1				12	11	10
June	30	„ *Trading Account*	2				237	1	1
		249 : 12 : 11							

Account. Cr. 17

1884									
Mar.	31	By Sundries, per Sales Day Book	1	5100	13	8			
June	30	„ Do. Do. Do.	2	5896	0	9			
							10996	14	5

JUNE 30th, 1884.

ASSETS.

P.L. 2	*Stock on hand*				10427	8	4
	Sundry Debtors :—						
	In Sales Ledger	6069	16	1			
P.L. 4	*Less* Discounts	151	14	6			
					5918	1	7
P.L. 3	*Plant and Machinery*	3225	3	7			
	Less Depreciation	118	14	6			
					3106	9	1
P.L. 5	*Cash in hand*				52	3	4
					19504	2	4

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Ledger Folio.	Name or heading of account.	Balances on January 1, 1884. Dr.			Cr.			Post- Quarter Ending Dr.		
Section	**I.—Purchases Ledger**									
1	Rake, Holling & Co.		..		1472	1	8	1472	1	8
2	Bradley, E. & R.....		..		540	9	3	540	9	3
3	Bottomley, J. & Co.		..		120	10	0	500	18	3
4	Kenworthy, R. & Co.....		..		22	1	6	22	1	6
5	Kaye, A. & Son		..		370	9	2	370	9	2
6	Grubb, Alfred		..		4	18	9	4	18	9
7	Hallas, Henry		..			..		12	11	10
8	Beale, Benj.		..			..		6	4	1
9	Farrar & Co.....		..			..			..	
10	Wilkinson, J. & Co.		..			..			..	
11	Milnes, A.		..			..			..	
12	Jacomb & Co.		..			..			..	
13	Hutchinson, H. & Co.		..			..			..	
	Total Cr. side				2530	10	4			
	Total Dr. side		..					2929	14	6
Section	**II.—Sales Ledger**									
1	Biggs & Willet	1500	5	9		..		1502	9	0
2	Arthur & Co.....	1976	0	8		..		710	8	5
3	Holland & Co.	701	10	1		..		1197	15	5
4	Brown & Co.....	824	5	7		..		274	8	2
5	Berridge Bros.....	341	6	3		..		50	5	0
6	Graham, F. & Co.	711	3	9		..			..	
7	Bartrum & Co.....		..			..		109	12	9
8	Williams & Co.....		..			..		1255	19	11
9	Murrell & Barnes		..			..			..	
	Total Dr. side	6054	11	8				5100	18	8
	Total Cr. side.....					..				

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ings Mar. 31, 1884. Cr.			Postings Quarter ending June 30, 1884. Dr.			Cr.			Totals (lateral additions)			Balances on June 30, 1884. Dr.			Cr.		
1097	18	4				1758	13	6	4328	13	6				1758	13	6
			1097	18	4				2570	0	0		..				
1213	0	6				920	13	11	2674	3	8				920	13	11
			1213	0	6				1753	9	9		..				
1186	4	9					..		1306	14	9					..	
			805	16	6				1306	14	9		..				
35	13	4					..		57	14	10					..	
			35	13	4				57	14	10		..				
356	7	11					..		726	17	1					..	
			356	7	11				726	17	1		..				
13	7	6				2	1	7	20	7	10					..	
			15	9	1				20	7	10		..				
87	12	8				126	6	11	213	19	7				126	6	11
			75	0	10				87	12	8		..				
6	4	1					..		6	4	1					..	
				..					6	4	1		..				
255	4	6				162	9	5	417	13	11					..	
			417	13	11				417	13	11		..				
	..					433	12	7	433	12	7					..	
			433	12	7				433	12	7		..				
	..					6	4	8	6	4	8				3	2	4
			3	2	4				3	2	4		..				
	..					250	0	0	250	0	0					..	
			250	0	0				250	0	0		..				
	..					58	10	0	58	10	0					..	
			58	10	0				58	10	0		..				
4251	13	7				3718	12	7	10500	16	6				2808	16	8
			4762	5	4				7691	19	10		..				
			459	15	11				3462	10	8	429	6	8			
2332	2	1				701	1	11	3033	4	0					..	
			1075	11	0				3761	14	8	1075	11	0			
1976	0	3				710	3	5	2686	3	8					..	
			927	17	0				2827	2	6	927	17	0			
	..					1899	5	6	1899	5	6					..	
			74	9	5				1173	3	2	348	17	7			
	..					824	5	7	824	5	7					..	
			471	8	2				862	19	5	521	13	2			
341	6	3					..		341	6	3					..	
			478	11	10				1189	15	7	478	11	10			
	..					711	3	9	711	3	9					..	
			1404	17	9				1514	10	6	1404	17	9			
109	12	9					..		109	12	9					..	
			853	3	5				2109	3	4	853	3	5			
22	7	4				1233	12	7	1255	19	11					..	
			150	6	3				150	6	3	29	17	8			
	..					120	3	7	120	3	7					..	
			5896	0	9				17051	6	1	6069	16	1			
4781	3	3				6200	1	4	10981	10	0					..	
6			7			8			9			10			11		

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Ledger Folio.	Name or heading of account.	Balances on January 1, 1884. Dr.			Cr.			Post-Quarter Ending Dr.		
Section	**III.—Private & Bills Ledgers**									
1	Capital Account		..		14663	18	11		..	
2	Trading Account	9722	7	9		..			..	
3	Plant and Machinery Account....	3166	18	7		..			..	
4	Discounts Account	62	10	0	151	7	6	65	11	6
5	Cash Account	45	7	8		..		1065	0	0
6	Huddersfield Banking Co., Ltd. ..		..		1050	10	0	3966	0	5
7	Carriage Account		..		3	2	6	16	14	3
8	Rent & Power, Gas & Insurance a/c		..		172	17	6	182	8	6
9	Incidental Expenditure		..			..		67	9	5
10	Contras Account		..			..		1060	0	0
11	Mill Wages Account		..			..		899	19	5
12	Warehouse & Office Salaries.....		..			..		40	4	0
13	Drawings (A. Crosland).....		..			..		86	0	0
14	Traveller's Salary and Expenses..		..			..		112	12	4
15	Material and Manufacture		..			..		4108	16	0
16	Mill Furnishings, Repairs &c.		..			..		128	6	0
17	Sales Account		..			..		84	5	4
	Bills Payable		..		1899	10	6	1486	0	6
	Bills Receivable	1420	1	7		..		2085	13	0
	Total **Dr.** side	14417	0	7				15450	0	8
	Total **Cr.** side				17941	1	11			
Section	**IV.—Summary**									
	Purchases Ledger, Section I.		..		2530	10	4	2929	14	6
	Sales Ledger, Section II.	6054	11	8		..		5100	13	8
	Private & Bills Ledgers, Section III.	14417	0	7	17941	1	11	15450	0	8
	Total **Dr.** side	20471	12	3				23480	8	10
	Total **Cr.** side				20471	12	3			

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ings Mar. 31, 1884. Cr.			Postings Quarter ending June 30, 1884. Dr.			Postings Quarter ending June 30, 1884. Cr.			Totals (lateral additions)			Balances on June 30, 1884. Dr.			Balances on June 30, 1884. Cr.		
	..			..			..		14663	13	11		..		14663	13	11
	..			..			..		9722	7	9	9722	7	9		..	
	..		58	10	0		..		3225	3	7	3225	3	7		..	
27	9	1	146	14	6	96	19	9	274 275	16 16	0 4		..		1	0	4
1064	12	3	1053	2	0	1046	14	1	2163 2111	9 6	8 4	52	3	4		..	
3905	6	8	8047	17	5	7245	0	3	12013 12200	17 16	10 11		..		186	19	1
	..		19	3	6		..		35 3	17 2	9 6	32	15	3		..	
	..		201	18	4		..		384 172	6 17	10 6	211	9	4		..	
	..		54	18	7		..		122	8 ..	0	122	8	0		..	
1060	0	0	1050	0 ..	0	1050	0	0	2110 2110	0 0	0 0		..			..	
	..		897	13	1		..		1797	12 ..	6	1797	12	6		..	
	..		40	4	0		..		80	8 ..	0	80	8	0		..	
	..		74	17	0		..		160	17 ..	0	160	17	0		..	
	..		110	6	0		..		222	18 ..	4	222	18	4		..	
16	2	4	3531	14	1	9	19	0	7640 26	10 1	1 4	7614	8	9		..	
12	11	10	126	6	11		..		249 12	12 11	11 10	237	1	1		..	
5100	13	8	121	8	5	5896	0	9	205 10996	13 14	9 5		..		10791	0	8
1840	9	2	2253	19	2	1097	18	4	3739 4837	19 18	8 0		..		1097	18	4
1420	1	7	1421	7	2	3507	0	2	4927 4927	1 1	9 9		..			..	
14447	6	7	19210	0	2	19949	12	4	49077 52338	1 0	5 10	23479	12	11	26740	12	4
4251	13	7	4762	5	4	3718	12	7	7691 10500	19 16	10 6		..		2808	16	8
4781	8	8	5896	0	9	6200	1	4	17051 10981	6 10	1 0	6069	16	1		..	
14447	6	7	19210	0	2	19949	12	4	49077 52338	1 0	5 10	23479	12	11	26740	12	4
23480	8	10	29868	6	3	29868	6	3	73820 73820	7 7	4 4	29549	9	0	29549	9	0
6			7			8			9			10			11		

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TEST JOURNAL.

Quarter ending March 31st, 1884.	Totals of Entries posted both to Dr. and Cr. of Ledgers.		
Total entries from the Purchases Day Book	4251	13	7
,, ,, Returns and Claims (Purchases) Day Book	23	14	2
,, ,, Sales Day Book	5100	13	8
,, ,, Returns and Allowances (Sales) Day Book	84	5	4
,, ,, Discounts column of Cash Book left-hand side	65	11	6
,, ,, Bank ,, ,, ,,	3966	0	5
,, ,, Cashier ,, ,, ,,	1065	0	0
,, ,, Discounts ,, ,, right-hand side	27	9	1
,, ,, Bank ,, ,, ,,	3905	6	8
,, ,, Cashier ,, ,, ,,	1064	12	3
,, ,, Bills Payable Ledger Cr. side	1840	9	2
,, ,, Bills Receivable Ledger Dr. side	2085	13	0
	23,480	8	10
Quarter ending June 30th, 1884.			
Total entries from the Purchases Day Book	3718	12	7
,, ,, Returns and Claims (Purchases) Day Book	6	17	0
,, ,, Sales Day Book	5896	0	9
,, ,, Returns and Allowances (Sales) Day Book	121	8	5
,, ,, Discounts column of Cash Book left-hand side	116	8	6
,, ,, Bank ,, ,, ,,	8047	17	5
,, ,, Cashier ,, ,, ,,	1053	2	0
,, ,, Discounts ,, ,, right-hand side	96	19	9
,, ,, Bank ,, ,, ,,	7245	0	3
,, ,, Cashier ,, ,, ,,	1046	14	1
,, ,, Bills Payable Ledger Cr. side	1097	18	4
,, ,, Bills Receivable Ledger Dr. side	1421	7	2
	29,868	6	3

LIST OF FINAL BALANCES, June 30th, 1884.

Ledger Folio.		Dr.			Cr.		
	Sundry Creditors in Purchases Ledger, see Balance Book, page 53				2808	16	8
	Sundry Debtors in Sales Ledger, see Balance Book, page 58	6069	16	1			
	Bills Payable				1097	18	4
P.L. 4	Discounts Account	70	4	8	151	14	6
5	Cash Account	52	3	4			
6	Huddersfield Banking Co., Ltd.				186	19	1
7	Carriage Account				8	4	2
8	Rent and Power, Gas and Insurance Account				144	4	0
3	Plant and Machinery Account	3106	9	1			
2	Stock on hand per Trading Account	10427	8	4			
1	Capital Account				15328	4	9
		19726	1	6	19726	1	6

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PURCHASES DAY BOOK.

In this book are recorded all invoices received for things purchased, and also accounts for work done.

Each page of the example is ruled into five vertical divisions, and the use of each is denoted by its printed heading.

The invoices and accounts received are numbered consecutively and are preserved in a book-file or guard book (*a*) in order of date. The Date, Serial number, Name, and Amount of each invoice are entered in the respective columns of the Purchases Day Book (see example, page 29).

When a page is full the money column is added up and the total carried forward to the top of the following page, and so on from page to page until the end of the quarter.

Posting.—The Date, Serial No., and Amount of each entry are *posted* from the Purchases Day Book to the **Cr.** side of an account bearing the same name in the *Purchases* Ledger, and the folio of the Ledger is inserted in the column of the Purchases Day Book headed "*Purchases Ledger folio.*"

At the end of the first quarter, March 31st, the entries in the example page 29 amount to a total of £4251 13s. 7d., all of which have been regularly posted to the **Cr.** of the Purchases Ledger.

To carry out the principle of *double-entry* explained on page 8 (see also page 21) this total of the entries during the quarter is posted to the **Dr.** of the *Private* Ledger.

The **Dr.** and **Cr.** postings from the Purchases Day Book to the Ledgers are then equal.

Before posting the total to the **Dr.** of the Private Ledger it is necessary to find the precise account or accounts to which it belongs. According to the nature of the contents of each invoice its amount is classified under one of the following heads (*b*), viz:—

(i.) Material and Manufacture.
(ii.) Mill Furnishings and Repairs and Renewals to Machinery.
(iii.) New Plant and Machinery.
(iv.) Incidental Expenses.

After the classification is done the total of the entries for the quarter is posted, in several amounts, to the respective accounts in the Private Ledger represented by the heads above mentioned.

At the end of the second quarter, June 30th, the entries are classified and the total posted in like manner.

(*a*) The Guard Book, into which invoices are sometimes pasted, is often ruled with columns and used in lieu of a separate Purchases Day Book. This method, however, is not recommended owing to the cumbrous nature of the book. A separate book for recording the entries and a book-file for preserving the invoices are preferred by the author.

(*b*) This classification may be extended indefinitely according to the variety of purchases. In Set II., extra columns are provided for the classification.

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RETURNS AND CLAIMS (Purchases) DAY BOOK.

Goods purchased are occasionally returned and claims are made in respect of short weight, inferior quality and other matters. Frequent claims are also made upon Outworkers, such as Dyers and Finishers and others, for damage to goods by reason of imperfect workmanship. All such Returns and Claims are first noted on the invoice to which they relate (*c*). They are afterwards entered in a separate book (*d*), labelled Returns and Claims (Purchases) Day Book (see page 30), which is in the same form, and is kept on the same principle as the Purchases Day Book; the postings to the Ledger being of course *reversed*.

Posting.—Each individual entry is posted to the **Dr.** side of its respective account in the *Purchases* Ledger, and at the end of the quarter the total is classified and posted to the **Cr.** of the respective nominal accounts in the *Private* Ledger.

SALES DAY BOOK.

In this book are recorded the particulars of goods sold.

Each page of the example is ruled into five vertical divisions and the use of each is denoted by its printed heading.

The first two invoices in the example, page 31, are entered in full, and represent piece goods, shewing the piece Nos., yards, total yards and prices in distinct columns. The succeeding invoices are set out in total only, as it would be impracticable within the limits of this work to give details.

The ruling of this book may be modified to suit the requirements of the business, but should be so arranged as to show the following essential particulars, viz., (i.) The Date (ii.) The Ledger folio (iii.) The name of the party to whom the goods are sold and the description of the goods (iv.) The quantity, weight, or measure (v.) The price (vi.) The money value of each item of the invoice (vii.) The sum total in money of each invoice. Additional columns may be inserted for Stock Nos., Package Nos., Marks, Tare, Gross and Net Weights, and any special particulars.

Each entry should be an exact copy of the invoice sent out to the customer. It should be separated from that which follows by a red line drawn across the page as far as the first money column.

The month and the year are written in bold characters at the top of each page.

(*c*) The person to whom goods are returned, or upon whom a claim is made, should be promptly informed thereof and requested to forward a credit note, or acknowledgement, which when received should be affixed to the invoice.

(*d*) It is usually sufficient to appropriate a few pages at the end of the Purchases Day Book for recording Returns and Claims in respect of purchases.

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When a page is full the two money columns are added up and the totals carried forward to the top of the following page, and so on to the end of the quarter. The totals of the two columns should be made to correspond. As the first column contains the items in detail, and the second column the sum total of each entry, the accuracy of the addition of every invoice is proved by the agreement in totals of the two columns. This is an important check against mistakes in casting up invoices, which are of frequent occurence.

Posting.—The Date, number of page of the Sales Day Book, and Amount of each individual invoice is posted to the **Dr.** side of an account in the *Sales* Ledger bearing the name of the party to whom the goods are sold, and the folio of the Ledger is inserted in the column of the *Sales* Day Book headed *Ledger Folio.*

At the end of the first quarter (*e*), March 31st, the entries in the example, page 31, amount to a total of £5,100 13s. 8d., all of which have been regularly posted to the **Dr.** of the Sales Ledger. The total £5,100 13s. 8d. is then posted to the **Cr.** of the Sales Account in the *Private* Ledger.

This done, the **Dr.** and **Cr.** postings from the Sales Day Book to the Ledgers are of course equal.

At the end of the second quarter, June 30th, the sum total of the entries in the Sales Day Book is posted to the **Cr.** of the Sales Account in like manner.

RETURNS AND ALLOWANCES (Sales) DAY BOOK.

Goods sold are occasionally returned, and allowances are made for returns of packing material, also for shorts, damages, inferior quality, and other matters. All such Returns and Allowances (*f*) are recorded in a separate book (*g*), labelled "Returns and Allowances (Sales) Day Book" (see page 33), which is in the same form, and is kept on the same principle, as the Sales Day Book; the postings to the Ledger being of course *reversed.*

The first entry in the example is given in full and represents piece good returned; the details are omitted from the remaining entries.

Posting.—Each entry is posted to the **Cr.** side of its respective account in the *Sales* Ledger.

At the end of the quarter, both money columns being cast up, the total is posted to the **Dr.** side of the Sales Account in the *Private* Ledger.

(*e*) It is preferred by some to post the totals of the Sales Day Book to the Sales Account every month, and there is no objection to so doing.

(*f*) The Credit Note received from the customer should be preserved for reference. In some houses the credit notes are pasted into a Guard Book, which is ruled with a cash column for extending the amounts. This guard book is made to serve in place of the Returns, &c., book, the amounts being posted therefrom to the Ledger. This method is regarded as inconvenient by the author and he recommends the use of a book-file for preserving the credit notes and a separate book for recording them.

(*g*) In a small business it is usually sufficient to appropriate a few pages at the end of the Sales Day Book for recording Returns and Allowances in respect of Sales.

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CASH BOOK.

The labour of the book-keeper may be greatly economised by adapting the ruling of the Cash Book to the special requirements of the business in which it is employed; hence the variety of forms in common use. For manufacturers, whose cash and bank accounts are both under the supervision of one person, the form adopted in the example on pages 34—37 is the most suitable.

Each left-hand page is ruled into six divisions, viz:—

Column (i.) For the date.

,, (ii.) For the name, or other particulars of the amount *received*.

,, (iii.) For the folio of the Ledger to which each entry is posted.

,, (iv.) A money column for discounts allowed to parties from whom moneys are received.

,, (v.) A money column in which are entered those amounts that are **banked** when received.

For example, a cheque for £1462 10s. 0d. is received on Jan. 4th from Biggs & Willet, and it is forthwith *banked* (*i.e.*, deposited with the bank for collection): the amount is entered in the Bank column.

,, (vi.) A money column in which are entered all amounts that, when received, are retained by the cashier to be applied in defraying current expenses (*e.g.* wages and incidentals) or otherwise. Amounts withdrawn from the bank by the cashier for this purpose are likewise entered in this column.

Each right-hand page is ruled into seven divisions, viz:—

Column (i.) For the date.

,, (ii.) For the serial number of the voucher for the payment, which is pasted in the Receipts' Guard Book.

,, (iii.) For the name, or other particulars of the amount *paid*.

,, (iv.) For the folio of the Ledger to which each entry is posted.

,, (v.) A money column for discounts allowed by parties to whom payments are made.

,, (vi.) A money column in which are entered all payments by cheque or order on the bank. Amounts paid by the bank to the cashier for current expenditure are likewise entered in this column, as also the amounts paid by the bank in discharge of Bills.

,, (vii.) A money column in which are entered all amounts paid by the cashier out of cash in his hands.

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Generally it may be said:—

All amounts **received** by the Bank, or by the Cashier, are entered in their respective columns on the **left** hand side.

All amounts **paid** by the Bank, or by the Cashier, are entered in their respective columns on the **right** hand side.

No difficulty should be experienced in comprehending the working of this book after carefully considering each entry of the example in the light of the foregoing explanations as to the uses of the several columns. The only items which it may be desirable to further elucidate are the Cashier and Bank *Contras*. On January 30th, for instance, £335 is withdrawn from the Bank (*h*) to be disbursed by the Cashier in wages and other expenses.

In this transaction it is obvious, that:—

(i.) The Bank *pays out* cash £335

(ii.) The Cashier *receives* cash £335

Consequently the amount is entered:—

(i.) On the right hand side, in the Bank column, the payment out of the Bank being described as "Cashier, *Contra.*"

(ii.) On the left hand side, in the Cashier column, the amount received by him being described as "Bank, *Contra.*"

This form of Cash Book is in reality a combination of two distinct book, viz: the *Cash* book, and the *Bank* book.

A withdrawal of money, such as above described, requires simply a transfer from one book to the other, or as we have it in the combined Cash and Bank book, a transfer from the Bank column to the Cashier column (*i*).

(*h*) It is possible that an occasion might arise when it would be required to pay an amount into the Bank out of an accumulation of cash in hand. In such a case, the contra entry in the Cash book would be simply the reverse of that above described.

(*i*) An objection to the form of Cash book adopted in the example may be suggested because of the apparent frequency of these "Cashier and Bank *contra*" entries, but in an ordinary manufacturing concern this item only occurs once every week or fortnight, and the seeming frequency arises from the necessary condensation of the other entries. Indeed, the compulsory limitation of the number of items in a work of this character renders it very difficult to set forth an adequate conception of a Cash book in actual practice. For instance, on the left hand side (see page 34) we have only one item as received in the month of January from accounts owing, viz:—*Biggs & Willet*, £1462 10s. 0d. *and Discount*, £37 15s. 9d., whereas, in actual business, this one entry would be represented by many items of smaller sums. These remarks apply equally to the accounts paid that are recorded on the right hand side. The following items also, which are repeated monthly, might occur as often as once a week, viz:—Mill Wages, Warehouse and Office Salaries, Crosland, A., Drawings, Traveller's Salary and Expenses.

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When a page is full each of the three money columns (both left and right) are added up, and their totals are carried forward to the top of the following page, and so on to the end of the quarter (*j*).

Posting.—The Date, Folio of the Cash Book, and Amount (*k*) of each entry on the *left-hand* side are *posted* to the **Cr.** side of its respective account in one of the Ledgers (*l*).

The Date, Folio of the Cash book, and Amount (*k*) of each entry on the *right-hand* side are *posted* to the **Dr.** side of its respective account in one of the Ledgers (*l*).

The folio of the Ledger to which each entry is posted is inserted (*m*) in the column of the Cash book (whether left or right) headed *Ledger folio.*

At the end of the first quarter, March 31st, the entries on *left-hand* side of the example page 34 amount to the following totals, viz:—

	£	s.	d.	£	s.	d.
Discounts column				65	11	6
Bank column				3966	0	5
Cashier column	1110	7	8			
Less balance of Cash in hand Jan. 1st.	45	7	8			
				1065	0	0
Total ...				£5096	11	11

Individually, all these entries have been regularly posted to the **Cr.** side of the Ledgers (see note at foot of the example, page 34), and to carry out the principle of double-entry the totals are posted respectively to the **Dr.** of the Discounts, Bank, and Cash accounts in the Private Ledger. The **Dr.** and **Cr.** postings from the *left-hand* side of the Cash Book to the Ledger are thus equalised.

(*j*) By means of its several columns this form of Cash book takes the place, and discharges the distinct functions, of six separate books of entry.

The left-hand pages answer the purpose of three Day Books for recording:—

(i.) Discounts allowed on amounts received.
(ii.) Amounts received which are *Banked.*
(iii.) Amounts received which are retained by the Cashier.

The right-hand pages likewise serve instead of three Day Books for recording:—

(i.) Discounts allowed on amounts paid.
(ii.) Amounts paid out of the Bank.
(iii.) Amounts paid by the Cashier.

(*k*) The amount of discount allowed is posted to the Ledger, as well as the amount in the Cash or Bank column.

(*l*) Excepting the Cash and Bank balances on January 1st and April 1st, which are *not* posted.

(*m*) The respective Ledger to which each item should be posted is indicated in the descriptions of the Ledgers.

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Again, at the end of the first quarter, March 31st, the entries on the *right-hand* side of the example (page 35) amount to the following totals, viz :—

	£	s.	d.	£	s.	d.
Discounts column				27	9	1
Bank do.	4955	16	8			
Less balance due to Bank Jan. 1st.	1050	10	0			
				3905	6	8
Cashier column...				1064	12	3
Total ...				4997	8	0

Individually, all these entries have been posted regularly to the **Dr.** side of the Ledgers (see note at foot of the example, page 35), and the totals are posted respectively to the **Cr.** of the Discounts, Bank, and Cash Accounts in the Private Ledger. The **Dr.** and **Cr.** postings from the *right-hand* side of the Cash Book to the Ledger are thus equalised.

At the end of the second quarter the totals are posted in exactly the same manner.

Up to this point it should be observed that we have proceeded on precisely similar lines in the explanations of the workings of the several separate books.

We have seen that from the Purchases Day Book, the Returns and Claims (Purchases) Day Book, the Sales Day Book, the Returns and Allowances (Sales) Day Book, and also from the Cash Book all the entries are posted *individually* to the Ledgers from day to day, and the principle of double-entry is carried out by posting the *totals* at the end of the quarter to the reverse side of the Ledger.

It remains now to explain a useful function of the Cash book wherein it essentially differs from the other separate books of entry.

By a simple operation we can at any moment verify :—

(i.) The balance of Cash in the hands of the Cashier (*n*).
(ii.) The balance owing to or by the Bank (*n*).

The balance of cash is ascertained by adding the Cashier columns, on both the left and right hand pages, and subtracting one total from the other, the difference representing the amount of cash in hand, (see example pages 34 and 35).

(*n*) The Cash balance should be tested at frequent intervals, and daily where the transactions are numerous.

The Bank balance should be tested by comparing it with the Banker's Pass book, say once every week.

It frequently happens that certain cheques, entered in the Bank columns of the Cash book, are not presented until some time after the date of issue, and it is necessary to take these into account when comparing the balance appearing in the Cash book with that in the Banker's Pass book.

The cashier should always keep a slip of paper in his Cash box shewing the last adjustment of his Cash book, setting out in detail cash, notes, cheques, &c., in hand. The unpresented cheques should likewise be recorded to show how the Banker's Pass book has been reconciled with the Bank columns of the Cash book.

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The balance at the Bank is likewise ascertained by adding the Bank columns, on both the left and right hand pages, and subtracting one total from the other.

The simplicity of this device for ascertaining the Cash and Bank balances, at any moment, is a special feature of the form of Cash book given in the example. To enable this to be done the balances at the commencement of the period are necessarily inserted in their respective columns, and, in fact, the Cash book is made to serve as a complete Ledger account of bank and cash transactions. Nevertheless, it is needful to bear in mind that this is only an expedient for readily ascertaining the cash and bank balances, and it does not affect the essential character of the Cash book as a *separate book of entry*. The total entries (exclusive of the balances at the commencement), like those of all other separate books, require to be posted quarterly (*o*) as above stated, in order that the Ledgers may be complete in themselves, and the **Dr.** and **Cr.** postings thereto equalised.

It is only necessary, as in our example, to rule off the Cash book and bring down the balances at the end of each quarter, as the state of the cash and bank accounts can as readily be ascertained when the totals are carried forward as when the Cash book is continually ruled off and balances brought down. It will be observed later on that the bringing down of balances at intervals in the quarter entails more labor in balancing the books.

There are three books required as auxiliaries to the Cash Book; viz:—

1. **WAGES BOOK,** in which are recorded the details of wages paid, the totals only being conveyed to the Cash book on each pay day (*p*).

2. **PETTY CASH OR PETTY EXPENSES BOOK** in which are recorded sundry small disbursements. The total of this book may be entered in the general Cash Book either monthly or at other convenient periods.

3. **RECEIPTS BOOK-FILE OR GUARD BOOK.** For every payment entered in the Cash Book a voucher should be obtained, and fastened in a book-file or Guard Book and numbered consecutively. The consecutive number is inserted in the column of the Cash book headed *Voucher Serial No.* If an acknowledgement is written on the invoice itself, then the invoice number (with the initial "I" for invoice) is inserted in the voucher column. A separate receipt should, however, be obtained in every case (*q*).

(*o*) In using the word *quarterly* it is assumed that the books are balanced quarterly. Were the balancing done every month, the word monthly would be substituted for quarterly.

(*p*) In subsequent remarks on the subject of Wages, the wages books are fully explained.

(*q*) Partners may conveniently vouch their withdrawals by writing their initials in the voucher column against the entries of amounts paid to them. See example A.C. for A. Crosland.

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The folio of the Wages Book or Petty Cash Book, on which the total entered in the Cash Book is to be found, is likewise inserted in the Voucher column (see example, W.B.2 and P.C.3, &c., page 35).

While dealing with the subject of vouchers, it may be recommended that acknowledgements for moneys *received* by the firm should be given *only on special printed forms* having counterfoils, and it is well to intimate thereon that no other receipt will be recognised.

In concluding his remarks on this most important book, the author would urge the necessity for exercising care and precision in wording the entries, so that they may be intelligible to others at a future date.

THE LEDGER.

In the list of books employed in the example given on page 28, it will be observed that the Ledger is in four divisions (*r*) and on page 25 it is explained that the various accounts contained in the Balance Sheet of January 1st, 1884, are supposed to be transferred from old Ledgers to new ones (*s*).

Before proceeding to describe the divisions seriatim it may be well to state certain general characteristics which apply equally to every division of the Ledger.

The Ledgers (*t*) are used for collecting transactions *already entered in the separate books of entry*, and arranging them under appropriate headings so as to exhibit each person's account, and accounts of each division of Property, Capital, Income or Expenditure in a concise form.

The process of transcribing the entries from the separate books into the Ledgers is termed *Posting*.

The Ledgers are for POSTINGS ONLY and no *entries* (*u*) are made therein. Every transaction must first be *entered* in one of the separate books of entry and afterwards *posted* to the Ledger. This rule must not be disregarded, however small the item, otherwise the books will not balance.

When a personal account is opened in the Ledger, the person's name (surname preceding) and address are written in bold characters

(*r*) If the concern be small the "Purchases" and "Sales" divisions may be comprised in one book.

(*s*) It is not essential that new Ledgers should be obtained when adapting this system to books already commenced. It is sufficient that the totals on either side (subsequent to the last ruling off) of accounts in the existing Ledgers are distinctly shewn.

(*t*) The plural *Ledgers* is used to signify the several divisions of the Ledger.

(*u*) The following are exceptions to the rule above stated:—

(i.) In the case of Bills (see description of Bills Ledger).

(ii.) When bringing down the balance of an account, which should be done in red ink.

(iii.) In closing the Ledger when preparing the Trading Account.

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on the headline of the folio selected. Property and Nominal accounts are opened in a similar manner by writing the description on the headline.

At the same time that an account is opened the number of the folio selected should be inserted in the Alphabetical Index to the Ledger; (for description and specimen of Index on the Vowel System, see Appendix).

When it is expected that the transactions appertaining to an account will be numerous it is well to reserve for it two or three folios succeeding the one on which the account is opened.

When a folio is full the entries on both the **Dr.** and **Cr.** sides (subsequent to the last ruling off) are added up and the totals carried to the folio on which the account is continued. The number of the new folio is mentioned on both sides of the old folio, and vice versa. The new folio is headed in the same manner as the old, and the new folio number is also entered in the Alphabetical Index.

The practice of opening more than one account on the same folio should be avoided, but it will be readily perceived that the limits of this work will not allow a page to each account. In the examples the spaces allotted are intended to represent distinct folios, and are numbered at the right or left hand top corner of each account, as in the case of an ordinary ledger.

When the **Dr.** and **Cr.** sides of an account up to a certain date are equalised (*e.g.* when an amount has been received or paid in settlement of a statement rendered) the account is ruled off (see examples) (*v*).

THE PURCHASES LEDGER.

Each folio of the Purchases Ledger is ruled into eight divisions. (see example page 38).

	Dr. side.	**Cr.** side.	
Columns	1 and	5.	For the date of each posting.
,,	2 ,,	6.	For a brief description of each posting.
,,	3 ,,	7.	For the folio of the separate book where the original entry is to be found, or the serial number of the invoice.
,,	4 ,,	8	A money column for the amount of each posting.

The Purchases Ledger is used in contradistinction to the *Sales* Ledger and its folios are appropriated exclusively for *personal* accounts with firms from whom goods or other requisites are procured, usually on credit.

Hence the *ordinary* postings on the **Cr.** side of accounts in the Purchases Ledger are all transcribed from the Purchases Day Book. (see Purchases Day Book, page 29, and see also page 57). The ordinary postings on the **Dr.** side of accounts in the Purchases Ledger

(*v*) In order that the account may be neatly ruled off a line should be left between the postings of transactions payable at different dates.

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represent payments, returns and deductions discharging the liabilities incurred for things purchased, and are transcribed from the three following sources, viz. :—

(i.) The right hand side of the Cash Book (compare page 62); both amounts paid and discount allowed.

(ii.) The Returns and Claims (Purchases) Day Book (compare page 58).

(iii.) The Bills Payable Ledger (compare page 69).

In Set II. instances will be given of exceptional transactions causing deviations from the above sources of posting.

The directions given below illustrate the use of the Purchases Ledger, and shew the facility of reference and ease in obtaining information afforded thereby.

ASCERTAIN THE FOLLOWING PARTICULARS, viz :—	DIRECTIONS.
1. The date and amount of the last payment to E. & R. Bradley and the discount then allowed. Also the voucher for the payment.	1. By reference to the Alphabetical Index to the Purchases Ledger we find the folio containing E. & R. Bradley's account is 2. From the **Dr.** side of their account we ascertain the date of the last payment, June 18, 1884, the folio of the entry in the Cash Book is 2, the amount £824 2s. 11d. and the discount £21 2s. 7d. Turning to folio 2 of the Cash Book (see page 37) we find on the right hand side the consecutive number of the Voucher that is fastened in the Receipts Book-File or Guard Book indicated by the figures in the *Voucher column* on a line with the entry of the payment, viz. : 30.
2. Full details of the goods in respect of which the payment was made.	2. On the **Cr.** side of the Ledger account we find the amounts of two invoices in respect of which the payment was made, viz. : £527 8s. 0d. and £321 7s. 6d., and the invoices themselves, containing full details are traced to the Invoice Book-File or Guard Book by help of the reference numbers 27 and 28. These numbers also guide us to the entry in the Purchases Day Book (see page 29).
3. Details of goods returned to them.	3. On the **Dr.** side we find "May 17, To Returns £3 10s. 0d." and the reference number 28 guides us to the invoice on which the particulars are recorded and also to the Returns and Claims (Purchases) Day Book (see page 30).
4. The amount owing to them on June 30th, 1884.	4. This is ascertained by adding up the amounts on the **Cr.** side subsequent to the last payment or ruling off. Where there are any postings on the **Dr.** side subsequent to the last ruling off, they would of course be deducted from the total of those on the **Cr.** side.

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THE SALES LEDGER.

The Sales Ledger is ruled in exactly the same manner as the Purchases Ledger.

As its name indicates it is appropriated exclusively for personal accounts with firms to whom goods are *sold*, usually on credit.

Hence the ordinary postings to **Dr.** side of the Sales Ledger are all from the Sales Day Book (compare page 31, and see also page 59). The ordinary postings to the **Cr.** side of the Sales Ledger represent amounts received, discounts, returns, and deductions in discharge of the debts due to the concern in respect of goods sold, and are transcribed from the three following sources, viz. :—

(i.) The left hand side of the Cash book, both amounts received and discounts (compare page 62).

(ii.) The Returns and Allowances (Sales) Day Book (compare page 59).

(iii.) Bills Receivable Ledger (compare page 70).

In Set II. instances will be given of exceptional transactions causing deviations from the above sources of posting.

By way of exercise in the use of the Sales Ledger the reader may ascertain the undermentioned particulars. The directions given on page 67 as to the Purchases Ledger, if reversed and applied to the *Sales* instead of the Purchases Day Book, should be sufficient.

(i.) The date and amount of the last cash received from Williams and Co., Liverpool, and the discount then allowed.

(ii.) Full details of the goods in respect of which amount was received.

(iii.) Details of the goods returned to them.

(iv.) The amount owing by them on June 30th, 1884.

THE BILLS LEDGERS *(w)*.

An important rule, alluded to on page 65, requires that *the Ledger shall be used solely for posting entries already recorded in the separate books.* In dealing with Bills, however, with a view to economise labor, to facilitate reference, and also to avoid mistakes in transcription, it is expedient to depart from this rule, which is otherwise strictly adhered to. A separate book of *entry* for recording Bills is dispensed with, and the particulars are entered straightway into the Bills *Ledger*, which is ruled into several columns so as to afford a complete abstract of each bill.

It will be observed on referring to the examples, page 43, that the sides on which the particulars of bills are recorded require considerably more space than the sides on which the cash is posted. In order to distinguish the two sides the vertical columns for cash should be ruled with faint *blue* lines and those for the particulars of the bills with *red* lines (see example of Set II.)

There are two divisions of the Bills Ledger, both of which may be bound together in one book.

(*w*) For full information respecting *Bills of Exchange* see Appendix.

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I. Bills Payable.

When a bill is given (or accepted) the particulars thereof are straightway recorded in the several columns on the **Cr.** side of the Bills Payable Ledger. A serial number, corresponding with the number in the Bills Payable Ledger, is marked on the face of each bill.

The Date given, Serial number and Amount are then entered on the **Dr.** side of the account in the *Purchases* Ledger bearing the name of the party to whom the bill is given, and the folio of the Purchases Ledger account is inserted in the column of the Bills Ledger headed *Purchases Ledger Folio.*

At the end of the quarter a line is drawn across the page beneath the last entry, the column containing the amounts on the **Cr.** side is cast up and the total is inserted. (See example page 43).

In the example on March 31st, we find,

(i.) A total of £1840 9s. 2d. entered on the **Cr.** side of the Bills Payable Ledger.

(ii.) A total of £1840 9s. 2d. entered on the **Dr.** side of accounts in the Purchases Ledger; Folios 1 and 5.

We have already stated that these entries, **Cr.** as well as **Dr.**, are made individually straightway into both the Bills Ledger and Purchases Ledger without first passing through a separate book of entry, to which fact we shall have further occasion to allude when explaining the use of the Test Journal. Nevertheless, it will be observed that the principle of double-entry, requiring a **Dr.** for every **Cr.** in the Ledger, is complied with as each entry is made.

When a bill payable matures the bank is usually advised to pay it. The payment is entered on the right hand side of the Cash book, the amount being placed in the Bank column (compare page 60, and see example pages 35 and 37). The Date, Folio of the Cash book and Amount paid are posted to the **Dr.** side of the Bills Payable Ledger on the same line as the particulars of the Bill, and the serial number of the Bill is inserted in the column of the Cash book headed *Ledger folio.*

In order to ascertain at any time the total amount of outstanding Bills, subtract the total of the **Dr.** column from the total of the **Cr.** column of the Bills Payable Ledger. The outstanding bills are individually identified by the absence of any amount posted to the **Dr.** side on a line with the particulars.

II. Bills Receivable.

When a Bill is received the particulars thereof are straightway recorded in the several columns on the **Dr.** side of the Bills Receivable Ledger. A serial number, corresponding with the number in the Bills Receivable Ledger, is marked on the face of each Bill.

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The Date received, Serial number and Amount are then entered on the **Cr.** side of the account in the *Sales* Ledger bearing the name of the party from whom the bill is received, and the folio of the Sales Ledger account is inserted in the column of the Bills Receivable Ledger headed *Sales Ledger folio.*

At the end of the quarter a line is drawn across the page beneath the last entry, the column containing the amounts on the **Dr.** side is cast up and the total is inserted (see example page 43).

In the example on March 31st we find,

(i.) A total of £2085 13s. 0d. entered on the **Dr.** side of the Bills Receivable Ledger.

(ii.) A total of £2085 13s. 0d. entered on the **Cr.** side of accounts in the Sales Ledger; Folios 2 and 7.

As we have already stated these entries, **Dr.** as well as **Cr.**, are made individually straightway into both the Bills Ledger and Sales Ledger, to which fact we shall have further occasion to allude when explaining the use of the Test Journal. Nevertheless, it will be observed that the **Dr.** and **Cr.** entries of the Bills in the *Ledgers* (Bills and Sales) are equal.

When a bill is deposited with the bank for collection the amount is entered as received on the left hand side of the Cash book in the bank column (compare page 60, and see example, pages 34 and 36. The Date, Folio of the Cash book and the Amount received are posted to the **Cr.** side of the Bills Receivable Ledger on the same line as the particulars of the Bill, and the serial number is entered in the column of the Cash book headed *Ledger folio.*

In Set II. the treatment of bills is explained under a variety of circumstances in which they may be employed and disposed of. It is customary however to deposit with the bank for collection all bills received, either immediately before they mature, or at an earlier date, according to the financial needs or arrangements of the firm (see *Finance*). In our example, page 43, it is supposed that Bills Receivable Nos. 1 and 2 are kept in hand until two days before maturity. Nos. 3, 4, 5, 6 and 7 are deposited in the bank before they become due, in order to provide the bank with funds to meet prospective drafts.

The bank charges for discounting bills are usually included with the commission, interest, &c., and entered in the pass book half-yearly. If specified separately the items should be abstracted from the pass book once every month. In either case the amount is entered on the right hand side of the Cash book (Bank column) as a payment. (See example page 37).

In order to agree and check the amount of Bills in hand, substract the total of the **Cr.** column from the total of the **Dr.** column of the Bills Receivable Ledger: the individual bills are identified by the absence of any amount posted to the **Cr.** side on a line with the particulars.

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THE PRIVATE LEDGER (*x*).

The Private Ledger contains Property and Nominal Accounts (compare page 8). It is ruled in a similar manner to the Purchases and Sales Ledgers, except that another money column is added on both the **Dr.** and **Cr.** sides, and more space being required each folio occupies two pages instead of one. (See pages 44 to 51).

It should be particularly observed that every book except the Private Ledger and the Cash book might be dispensed with had we only ready-money transactions to record. All moneys entered on the left-hand side of the Cash book might be posted direct to the **Cr.** side of those Nominal accounts in respect of which they were received. Likewise, all moneys entered on the right-hand side of the Cash book might be posted direct to the **Dr.** side of those Nominal accounts in respect of which they were paid. In fact, this rule is followed in nearly all transactions where no credit is given: *e.g.*, Jones, Thos., for waste (see Cash book, page 34 and Private Ledger page 51, folio 15), Wages (see Cash book, pages 35 and 37, and Private Ledger, page 48, folio 11), also Warehouse and Office Salaries, Incidental Expenses, &c., &c.

Buying and selling on credit, however, create the need for the employment of the Purchases and Returns Day Books and Purchases Ledger on the one hand, and the Sales and Returns Day Books and Sales Ledger on the other hand, for the *sole purpose of keeping personal accounts.*

It appears therefore that,

(i.) In ready-money transactions (*y*) the cash is usually posted direct from the Cash book to the *Private* Ledger.

(ii.) In Credit transactions the cash is usually posted to the personal accounts in the Purchases or Sales Ledger, and, in lieu of the cash, the quarterly totals of the Day Books are posted to the *Private* Ledger accounts.

(iii.) All transactions find their way ultimately into the Private Ledger, either directly in individual items from the Cash book as in Ready-money transactions, or indirectly in totals posted from the Day books as in Credit transactions: the Purchases and Sales Day Books and Ledgers acting as auxiliary books for the sole purpose of keeping *personal* accounts.

(*x*) **In Set II. The Private Ledger is subdivided to allow the ordinary business accounts to be balanced by the book-keeper without reference to accounts of a private nature.**

(*y*) **It is convenient in some instances to open personal accounts for ready-money transactions as though credit were given, and, conversely, it is sometimes convenient to treat small credit transactions as though they were for Ready-money. The experience of the book-keeper will enable him to judge in what cases it may be expedient to do so.**

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It is necessary also to observe that *Discounts* are entered in the Cash book when required for posting to *personal accounts only*. The actual amounts received or paid, *exclusive of discount*, are recorded in those transactions which are posted direct from the Cash book to the Private Ledger.

The ordinary postings to the **Dr.** side of the accounts in the Private Ledger are from the following sources, viz:

(i.) The right-hand side of the Cash book (compare page 62) viz: those entries which represent *ready-money* payments in respect of which personal accounts are *not* opened. Also Cashier, *contra* entries.

(ii.) The quarterly totals of the Purchases Day Book (compare page 57), which represent purchases on *credit* or in respect of which personal accounts *are* opened.

(iii.) The quarterly totals of the Returns and Allowances (Sales) Day Book (compare page 59).

(iv.) The quarterly totals of the Discounts, Bank and Cash columns on the left-hand side of the Cash book, (compare page 62).

The ordinary postings to the **Cr.** side of accounts in the Private Ledger are from the following sources, viz:

(i.) The left hand side of the Cash book (compare page 62) viz: those entries which represent moneys received in respect of which personal accounts are *not* opened, including Bank *contra* entries.

(ii.) The quarterly totals of the Sales Day Book (compare page 59) which represent sales on *credit*, or in respect of which personal accounts *are* opened.

(iii.) The quarterly totals of the Returns and Claims (Purchases) Day Book (compare page 58).

(iv.) The quarterly totals of the Discounts, Bank and Cash columns on the right-hand side of the Cash Book (compare page 63).

In the example the current postings for the six months are in Roman type, and the balances, supposed to be brought from the old Ledgers at the commencement of the year, as well as the closing entries, are in italic.

The treatment of the Private Ledger accounts will be further explained in the subsequent observations relating to the preparation of the Balance Sheet and Trading Account.

In Set II. instances of exceptional transactions are given which cause deviations from the above sources of posting.

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By way of exercise in the use of the Private Ledger the reader may ascertain the undermentioned particulars, viz:—

	DIRECTIONS.
1. The amount paid during a given period for Plant and Machinery, Carriage, Mill Wages, Warehouse, and Office Salaries, Rent and Power, Incidental Expenses, Drawings of A. Crosland, Traveller's Salary and Expenses, &c., &c., The voucher for any of the above mentioned payments and the details of Mill Wages and of Incidental Expenses paid through the Petty Expenses book.	1. By reference to the Alphabetical Index of the Private Ledger find the folio of the account containing the particulars required. Directed by the reference number in the folio column of the Ledger Account, turn to the page of the Cash Book on which the entry is made, and the consecutive number of the voucher that is fastened in the Receipts Book-File or Guard Book is indicated by the figures in the *Voucher Column* on a line with the entry of the payment. In the case of the Mill Wages, or Petty expenses, the figures in the *Voucher Column* denote supposed pages of the Wages Book, or Petty Expenses Book on which the details are to be found.
2. The amount and details of purchases or *expenditure incurred* during a given period in respect of Material and Manufacture and Mill Furnishings. Also the amount of goods sold and returned.	2. The alphabetical index gives the folio of the account containing the particulars required and the reference number in the folio column of the Ledger account indicates the page in either the Purchases, Sales, or Returns Day Book on which the details are to be found (*z*). For instance, Material and Manufacture, Jan. 1 to June 30. see Private Ledger, folio 15 (page 50) total £7640 10s. 1d. Purchases Day Book folios 1 and 2 (see pages 29 and 30).

It will be observed that many amounts posted direct from the Cash book to the Private Ledger are briefly described in the Private Ledger accounts. In addition to the advantage of shewing at a glance for what each payment has been made, by help of this brief description it can be at once ascertained whether an account has been paid, although no personal account is kept (*e.g.* In Incidental Expenditure account, folio 9, page 48, Jan. 30th, To Cash, A. & N. audit fee for 1883 £6 6s. od).

The observations in the foregoing pages are commended to the careful study of the reader, who should endeavour to grasp thoroughly the construction and utility of Private Ledger accounts. When once these are fully comprehended, the chief difficulties of book-keeping will have been mastered.

THE BALANCE BOOK.

In the description of the separate books of entry, and of the Ledgers, it has been shewn that when the quarterly (*a*) totals of the *separate* books are all posted to their respective Private Ledger accounts, *the aggregate of the postings on the* Dr. *side of all the Ledgers is equal to the aggregate of the postings on the* Cr. *side.*

(*z*) As the totals of the separate books are not posted to the Private Ledger until the end of the quarter, particulars required at intervals during the current quarter are obtained from the separate books.

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Therefore an abstract of the quarter's (*a*) postings on the **Dr.** side of the Ledgers should agree, in total, with an abstract of the quarter's postings on the **Cr.** side.

The Balance book is designed to receive the details of such abstracts which are prepared to test the accuracy of the Book-keeping and constitute what is termed the Trial Balance (compare page 14).

The book is divided into four sections; the number of pages allotted to each section being regulated by the probable number of accounts to be opened in the respective Ledgers.

The Sections are appropriated as follows, viz:—

(i.) For the abstracts from the Purchases Ledger.
(ii.) ,, ,, ,, Sales Ledger.
(iii.) ,, ,, ,, Private and Bills (*b*) Ledgers.
(iv.) For a Summary of the totals of the foregoing sections.

Every page is ruled into eleven vertical divisions and Sections i. to iii. are commenced by entering in columns 1, 2, 3, and 4, the particulars (abstracted from the ledgers) indicated by the headings of the columns, viz:—

In columns 1 and 2. The folio and name or heading of every account in the Ledger, entered seriatim on the **blue** lines (*c*).

,, 3 ,, 4. The balance of each account (if any), whether **Dr.** or **Cr.**, on January 1st, 1884.

In Section iv. a Summary is prepared of the totals of the commencing entries of Sections i., ii., iii. (see example pages 54 and 55).

The Balance Book is then allowed to rest until March 31st, when the first Trial Balance is prepared.

As soon as the quarter's postings are completed the sums of the postings during the quarter on the **Dr.** and **Cr.** sides of *each* account are abstracted from the Ledgers and entered in columns 5 and 6 on their respective lines. For instance, (see page 38) Purchases Ledger, Folio 1, Rake, Holling & Co's. account; during the first quarter items amounting to the sum of £1472 1s. 8d. are posted on the **Dr.** side, and items amounting to the sum of £1097 18s. 4d. are posted on the **Cr.** side. These two sums are inserted in columns 5 and 6 of Section i. of the Balance Book (see pages 52 and 53) on a line with the name.

(*a*) Although in the illustrations the totals of the separate books of entry are posted, and the Trial Balance is prepared, at quarterly intervals, exactly the same lines would be followed in each case were monthly, half-yearly, or other periods adopted.

(*b*) The Bills Ledger is for convenience coupled with the Private Ledger, and is regarded as containing only two accounts, viz, Bills Payable account and Bills Receivable account.

(*c*) When abstracting the particulars from Ledgers that have been in use previously, the heading of every account already opened therein with which it is expected there will be any future dealings should be entered in the Balance Book, although there may be no balance of the account. The headings of new accounts opened during any quarter are entered when the quarterly abstracts are taken out, and follow in order after the accounts previously entered.

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The totals of columns 5 and 6 are summarised in Section iv. and if the aggregate totals correspond, the **Dr.** with the **Cr.**, the accuracy of the postings for the quarter is thereby proved to be correct. Should the aggregate totals not correspond recourse must be had to the Test Journal in order to discover the error which causes the difference.

The Balance Book is again allowed to rest until June 30th, when another Trial Balance is prepared in exactly the same way as explained above; the quarter's postings from March 31st to June 30th being entered in columns 7 and 8 (*d*).

When the Trial Balances are completed, there is in the Balance Book, a compendium of the contents of all the Ledgers, and on June 30th the balance of every account is ascertained therefrom (compare page 15), in order to prepare a Balance Sheet and Trading Account.

The figures on the horizontal lines of the Balance Book are severally added across the page, and the *lateral total* of each line is inserted in column 9.

It will be observed that all sums abstracted from the **Cr.** side of the *Purchases* Ledger are entered on the **blue** or *upper* lines (see Balance Book, Section i., columns 4, 6 and 8, pages 52 and 53) and that all sums abstracted from the **Dr.** side of the Purchases Ledger are entered on the **red** or *lower* lines (see columns 3, 5, and 7, pages 52 and 53). In the abstracts from the Sales and Private Ledgers (Sections ii. and iii.) the position of the figures is reversed; the **Dr.** figures being on the blue or upper lines and the **Cr.** figures being on the red or lower lines.

This plan is contrived so that all sums on the **Dr.** side of each account being on a line distinct from those on the **Cr.** side, lateral additions may be made across the page as on June 30th, and the respective totals of the **Dr.** and **Cr.** sides of each account ascertained. By reversing the position of the figures, as above explained, the *larger* total in nearly every instance comes on the upper line, thus facilitating the process of subtraction. The totals at the foot of each page are likewise carried out on distinct lines.

The totals of the two (blue and red) lines relating to each account are compared and when unequal the smaller amount is subtracted from the larger. When the total of the horizontal line bearing abstracts from the **Cr.** side of the ledger exceeds the lateral total of the line bearing abstracts from the **Dr.** side, the difference is entered in column 11 as a **Cr.** Balance (see Section i., page 53) and *vice versa*, when the total of the **Dr.** line exceeds the total of the **Cr.** line, the difference is entered in column 10 as a **Dr.** Balance (see Section ii., page 53).

(*d*) In Set II. the Balance Book is extended, by the addition of four extra money columns, so as to provide for four quarterly Trial Balances instead of two, and the book might be further extended indefinitely.

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The totals of columns 10 and 11 are summarised in Section iv., and the aggregate totals, **Dr.** and **Cr.**, if the work is correctly performed, must necessarily correspond (*e*).

A list of balances abstracted independently from the Ledgers on June 30th would be identical with columns 10 and 11 of the Balance Book and the balances may thus be individually verified (*f*).

With the assistance of the list of balances contained in columns 10 and 11, the Balance Sheet and Trading Account are constructed in the manner described in pages 77 to 80.

Immediately after the preparation of the Balance Sheet each section of the Balance Book should be re-commenced on a new page in readiness for the next half-year's accounts.

At the end of any quarter the amount of the outstanding balance of any particular account, or of the total of the outstanding balances in each of the ledgers, can be readily ascertained by adding laterally the blue and red lines, and subtracting the smaller total from the larger. Thus, to ascertain the total of the **Dr.** balances in the Sales Ledger on March 31st. See pages 52 and 53.

				£	s.	d.
Blue or upper line ...	6,054 11 8	+ 5,100 13 8	=	11,155	5	4
Red or lower line ...	... ...	... ...	...	4,781	8	8
Outstanding Balances, March 31st ...				£6,373	16	8

THE TEST JOURNAL.

The Test Journal, which is simply ruled with one money column, is used to facilitate the discovery of errors in the book-keeping at the preparation of the Trial Balance.

The design of the book is based upon the fundamental principle that all the *entries* in the separate books are *posted* (either individually or in total) on both the **Dr.** and **Cr.** sides of the Ledgers.

At the end of the quarter, when the Trial Balance is prepared, the totals (*g*) of all the separate books of entry, and also the totals of

(*e*) It has been shewn that the aggregate totals of the alternate **Dr.** and **Cr.** columns 3 to 8 correspond one with the other, and the process of subtraction in ascertaining the balances does not affect the equilibrium but merely cancels a like amount on both **Dr.** and **Cr.** sides.

(*f*) In the appendix several methods of balancing are described, and the preparation of a list of **Dr.** and **Cr.** Balances abstracted direct from the Ledgers, such as above referred to, appears at first sight to be the shortest possible process. The simplicity of this plan has led to its general adoption, but it affords no clue to the whereabouts of errors in the book-keeping. This defect frequently causes the tedious operation of re-checking all the books in order to discover a mistake.

A recognition of the paramount importance of localising errors, combined with other objects, has caused many large establishments to prepare detailed analyses of their Ledgers, wherein all the postings are dissected, classified and reconciled respectively with the separate books of entry.

(*g*) As explained in the note at foot of page 62 the Cash Book, by means of its six columns, answers the purpose of six separate books, and we therefore enter the total of each column in the Test Journal.

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the Bills (*h*) issued and received during the quarter, are collected and entered in the money column.

On the principle above referred to the aggregate total of this money column should correspond with the aggregate total of the postings on either side of the Ledgers, as abstracted into the Balance Book. For example, the total amount of the entries in all the separate books of entry (including Bills) during the quarter ending March 31st, is £23,480 8s. 10d. (see Test Journal page 56) and the total amount of the postings (whether **Dr.** or **Cr.**) as abstracted into columns 5 and 6 of the Balance Book corresponds with this sum, (see Summary of Balance Book, page 55).

If there should be a discrepancy between the totals of the **Dr.** and **Cr.** columns of the Balance Book, by comparing the total of *each* column with the total of the Test Journal it can be at once determined whether the error that causes the discrepancy is on the **Dr.** or the **Cr.** side of the Ledgers, or whether there are mistakes on both sides. The correctness of each side of the Ledgers can thus be ascertained separately, and if one side corresponds it is only necessary to examine the other (*i*).

As the particulars required for the Test Journal can be collected and entered in a few minutes, and there may be mistakes of the same amount on both sides of the Ledgers, it is well to have this further proof of the correctness of the book-keeping, even though the **Dr.** and **Cr.** columns of the Balance Book may correspond.

THE TRADING ACCOUNT, CAPITAL ACCOUNT AND BALANCE SHEET.

The reader is here recommended to peruse again pages 15 to 17, where the preparation of the Balance Sheet, and Profit and Loss and Capital Accounts in their simplest form, has already been described.

Columns 10 and 11 of the Balance Book (see pages 52 to 55 contain all the balances in the Ledgers on June 30th. The totals of the balances in the *Purchases* and *Sales* Ledgers, which comprise only *personal* accounts, and also the balances of the Bills Ledgers, are transcribed to a list of final balances, see page 56, prepared on a separate sheet of paper.

It is explained on page 16 that the balances of the nominal accounts which represent expenditure or income are transferred to the Trading Account and the balance of the Trading Account is subsequently

(*h*) It is pointed out in the description of the Bills Ledger, see page 68, that, contrary to all other transactions, Bills are entered directly into the Ledgers without first being entered in a separate book. The total amounts of Bills issued and received during the quarter are, however, entered in the Test Journal as though they were recorded in separate books.

(*i*) In Set II. the principle of Test Journal is extended and it is shewn how the Ledgers may be balanced one by one and the **Dr.** and **Cr.** sides of each separately. Mistakes are thus localised and may be discovered by examining only those books where the abstract of entries does *not* agree with the abstract of postings.

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transferred to the Capital Account. In the specimen accounts (Set I) however, there are certain peculiarities of adjustment which call for further elucidation and it may be well therefore to describe the treatment of the Private Ledger Accounts seriatim.

The closing transfers and entries are printed in italics and should be carefully considered.

The first three accounts in the Balance Book, Section iii., are left open until the other accounts in the Private Ledger have been closed.

Folio 4. Discounts Account (Cr. Balance £1 0s. 4d.) By referring to the account on pages 44 and 45, it will be seen that amounts are reserved on January 1st to cover discount on the **Dr.** and **Cr.** balances at that date. Similar reserves have to be made to cover discount on the **Dr.** and **Cr.** balances on June 30th. The **Cr.** balances in the Purchases Ledger amount to £2,808 16s. 8d., see page 53, and the discounts which will be deducted therefrom, are estimated at £70 4s. 8d. This sum is therefore entered as a reserve on the **Cr.** side of the Discounts Account and is brought down to the **Dr.** side of the same account for the next half-year. The new balance is also transcribed to the list of final (**Dr.**) balances (see page 56). Conversely the Discount which will be allowed on **Dr.** balances in the Sales Ledger, is computed at £151 14s. 6d. and that sum is entered as a reserve on the **Dr.** side of Discounts Account. It is likewise brought down as a **Cr.** to the same account for the next half-year and transcribed to the list of final (**Cr.**) balances. When this adjustment has been made, the balance of the old account will represent the true gain or loss resulting from Discounts arising out of the half-year's transactions and it is transferred to the Trading Account.

The proper treatment of the discounts account is of considerable importance and will be further discussed in the explanations of Set II. and subsequently under the head of *Finance*.

Folio 5. Cash Account, Dr. Balance £52 3s. 4d. and

Folio 6. Huddersfield Banking Company, Cr. Balance £186 19s. 1d.

The balances of both these accounts are brought down and transcribed to the list of final balances, page 56.

Folio 7. Carriage Account, Dr. Balance £32 15s. 3d. On June 30th, £8 4s. 2d. due to the Railway Company is assumed to be outstanding. It is therefore entered on the **Dr.** side as a reserve. This entry increases the balance to £40 19s. 5d., which amount is transferred to the Trading Account as the exact cost of carriage for the half-year. The £8 4s. 2d. reserved is brought down to the **Cr.** of the same account for the next half-year and is transcribed to the list of final **Cr.** balances, page 56.

Folio 8. Rent and Power, Gas and Insurance Account, Dr. Balance £211 9s. 4d. A reserve is also made in this account for unpaid Rent and Power and Gas calculated to June 30th, less apportionment of the amount paid in advance for Fire Insurance. This reserve increases the balance to £355 13s. 4d. which sum is transferred to the Trading Account. The £144 4s. 0d. reserved is brought down to the **Cr.** of the next half-year and is transcribed to the list of final **Cr.** balances, page 56.

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Folio 9. Incidental Expenditure Account. The **Dr.** Balance £122 8s. 0d. is transferred to the Trading Account.

Folio 10. Contras Account. The **Dr.** and **Cr.** sides of this account being equal it is simply ruled off.

Folio 11. Mill Wages Account, Dr. Balance £1797 12s. 6d.,
and
Folio 12. Warehouse and Office Salaries, Dr. Balance £80 8s. 0d.

The balances of both these accounts are transferred to the Trading Account.

Folio 13. Drawings Account, A. Crosland. The Dr. balance of this account £160 17s. 0d., representing the amount withdrawn from the business during the half-year for personal expenditure, is transferred to the Capital Account.

Folio 14. Traveller's Salary and Expenses Account, Dr. Balance £222 18s. 4d.

Folio 15. Material and Manufacture Account, Dr. Balance £7,614 8s. 9d.

Folio 16. Mill Furnishings, Repairs and Renewals Account, Dr. Balance £237 1s. 1d.

Folio 17. Sales Account, Cr. Balance £10,791 0s. 8d.

The balances of the four preceding accounts are transferred to the Trading Account.

We now turn back to **Folio 3, Plant and Machinery Account, Dr. Balance** £3225 3s. 7d. This sum represents the value of the plant and machinery according to the balance sheet of January 1st, 1884, with the net cost of new machinery purchased since added thereto. The Wear and Tear during the half-year will have caused a depreciation (*j*) in value, and to provide for this the sum of £118 14s. 6d. (equivalent to 7½% per annum or 3¾% for the half-year upon the valuation of January 1st) is entered on the **Cr.** side of the Plant and Machinery Account and also on the **Dr.** side of the Trading Account. The balance of the Plant and Machinery Account is then brought down and transcribed to the list of final balances on page 56.

In the Trading Account we have now presented to us an epitome of the expenditure and income arising out of the trading during the half-year.

An important charge, which should never be omitted in calculating the profit of a business is interest upon the Capital employed therein (*k*).

(*j*) The question of Depreciation, one of much importance in the adjustment of the Trading Account of a manufacturing concern is fully discussed in Chapter VI.

(*k*) If the Capital were borrowed the business would have to pay interest thereon and the proprietor of the concern could obtain interest on his capital if it were employed elsewhere; consequently the concern should be charged with interest as an expense of the business.

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Interest computed at the rate of 5% per annum upon the balance of the Capital Account on January 1st, amounts to £365 0s. 7d., which sum is entered to the **Dr.** of the Trading Account and to the **Cr.** of the Capital Account.

The value of the Stock on hand on June 30th, has now to be entered on the **Cr.** side of the Trading Account and brought down as a **Dr.** balance to the same account for the next half-year. It is also transcribed to the list of final **Dr.** balances, page 56. With the addition of the stock, the Trading Account now shews a surplus of income over expenditure, or a profit gained during the half-year of £460 7s. 3d. The account is therefore closed by transferring that sum to the **Cr.** of the Capital Account. The balance of the Capital Account is brought down and transcribed to the list of final (**Cr.**) balances, see page 56.

The list of final balances is then arranged in the form of a Balance Sheet as set out on pages 50 and 51. An explanation of the increase of Capital may with advantage be given in a side note on the face of the Balance Sheet, as shewn in the example.

When the Balance Sheet has been completed, the Balance book should be re-opened by entering therein the Balances in the Ledger as specified in the list of final balances on page 56.

Should any reader desire to accustom himself to some extent to the work of a book-keeper before applying his knowledge in actual business experience, he is advised to write out in foolscap books, ruled as required, the models given on pages 26 to 56. The working of the various books should be followed as though he were engaged in actual business. The items on January 1st, for instance, should be entered in the Purchases Day Book, Sales Day Book and Cash Book and then posted to the Ledger. The items on January 2nd, should then be dealt with in the same way, and so on with each succeeding day. After the entries for a month or two months have been posted, they should be examined so as to ascertain that the postings are correct. When all the entries and postings are made, the books should be closed and the Balance Sheet and Trading Account prepared without reference to the model, which should be consulted only in case of need.

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CHAPTER IV.

Manufacturers' Books. Set II.

For convenience of reference the examples of the several books of Set II. precede the explanations.

With two exceptions, the list of books comprised in Set II. is identical with that of Set I.

The exceptions are:—

(i.) The Private Ledger, which is subdivided into Nominal Ledger and Private Ledger. The Nominal Ledger receives all nominal accounts that are *not* of a private nature. The Balance Sheet, Trading Account, Capital Accounts and the principal Property Accounts are kept in the Private Ledger.

The result of the trading, the partners' respective interests in the concern and the valuations of the assets are thus kept secret, without in anywise interfering with the progress of the book-keeping or the periodical balancing.

(ii.) An additional book is employed, entitled Mill Sales Day Book, in which are recorded the sundry sales of waste and disused articles, as well as work done on commission.

THE PURCHASES DAY BOOK,

THE RETURNS and CLAIMS (Purchases) DAY BOOK,

and

THE MILL SALES DAY BOOK,

follow on pages 82 to 96.

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1 January,

Date.		No. of Invoice.	NAME.	Led. Fo.	Total Amount of Invoice.			Material.			Dye-wares.			Chemicals, Soap, Oil, Skins, &c.			Outwork.		
1854.																			
Jan.	3	1	Morton, Walker & Co.	7	289	5	0	289	5	0									
	4	2	Dyson, Mills & Co.	2	3	15	3	..			..			..			..		
	5	3	Montague, Barker & Co.	4	89	1	4	89	1	4									
	8	4	Chamberlain & Son	3	79	1	2	..			79	1	2						
	9	5	Dyson, Mills & Co.	2	89	2	1	..			..			..			..		
	10	6	Woolley, Flocks & Co.	5	289	9	9	289	9	9									
	11	7	Drake, William, & Sons	9	19	4	3	..			..			..			..		
	12	8	Morton, Walker & Co.	7	361	15	3	361	15	3									
	14	9	Hirst, Thomas	8	10	4	6	..			..			..			..		
	15	10	Woolley, Flocks & Co.	5	297	9	0	297	9	0									
	16	11	Montague, Barker & Co.	4	29	7	3	29	7	3									
	17	12	Chamberlain & Son	3	291	10	3	..			291	10	3						
	18	13	Morton, Walker & Co.	7	489	11	0	489	11	0									
	19	14	Broadbent & Watkinson	5	45	2	9	..			..			..			45	2	9
	20	15	Drake, William, & Sons	9	6	0	3	..			..			..			..		
	22	16	Freeman, A. & Co.	23	10	7	4	..			..			..			..		
	23	17	Morton, Walker & Co.	7	597	19	0	597	19	0									
	24	18	Broadbent & Watkinson	6	381	2	1	..			..			..			381	2	1
	25	19	Whitehead & Sons	12	7	4	7	..			..			..			..		
	25	20	Rutherford, Martin & Co.	10	63	5	4	..			..			..			..		
	30	21	Woolley, Flocks & Co.	5	164	11	0	164	11	0									
	31	22	Addleshaw, Batley & Co.	12	76	5	0	..			..			..			..		
Feb.	3	23	Morton, Walker & Co.	7	1509	4	4	1509	4	4									
	18	24	Do.	7	538	19	8	538	19	8									
	25	25	Do.	7	488	19	1	488	19	1									
	25	26	Do.	7	1300	2	0	1300	2	0									
	27	27	Do.	7	234	0	0	234	0	0									
	1	28	Mitchell, Jonathan	14	15	12	6	15	12	6									
	4	29	Woolley, Flocks & Co.	5	495	8	2	495	8	2									
	14	30	Do.	5	404	2	9	404	2	9									
	5	31	Dyson, Mills & Co.	2	7	12	0	..			..			..			..		
	10	32	Do.	2	8	10	5	..			..			..			..		
	9	33	Montague, Barker & Co.	4	65	2	6	65	2	6									
	22	34	Do.	4	62	9	9	62	9	9									
	12	35	Chamberlain & Son	3	61	2	0	..			61	2	0						
	25	36	Do.	3	52	5	9	..			52	5	9						
	11	37	Hirst, Thomas	8	15	10	4	..			..			..			..		
	17	38	Whitehead & Sons	12	10	18	4	..			..			..			..		
	25	39	Matthewman & Co.	15	404	1	6	..			..			..			404	1	6
	27	40	Broadbent & Watkinson	6	304	2	3	..			..			..			304	2	3
	27	41	Brandram, Reeves & Co.	1	100	17	0	..			..			..			..		
	28	42	Brooke, Graves & Co.	16	54	0	6	..			..			..			..		
	18	43	Rutherford, Martin & Co.	10	75	4	2	..			..			..			..		
	29	44	Do.	10	58	1	0												
	28	45	Laycock, D. & Co.	23	4	7	8	..			..			..			..		
			Carried forward		10790	2	1	8504	4	4	884	19	2	..			1254	8	7

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DAY BOOK. Set II.

1884. 1

Packing Materials.			Motive Power. — Coals, Oil, Tallow, Repairs to Motive Plant.			Mill Furnishings, Repairs and Renewals to Machinery.															Cards.			New Plant and Machinery.			Miscellaneous.		
						Woollen Carding and Spinning.			Worsted Combing and Spinning.			Weaving.			Dyeing.			Finishing.			Store.									
	..			..			..		3	15	3																		
	..			..			..		20	2	1		..		10	0	0												
19	4	3																									Stables.		
	..			..			..			..			..			..			..			..			..			10	4	6
6	0	3																											
10	7	4																											
																											Stationery.		
	..			..			..			..			..			..			..			..			..			7	4	7
	..		68	5	4																								
			76	5	0																								
	..			..			..		7	12	0																		
	..			..			..		8	10	5																		
																											Stables.		
	..			..			..			..			..			..			..			..			..			15	10	4
	..			..			..			..			..			..			..			..		Stationery			10	18	4
	..			..		36	0	4		..		9	9	8		..		55	7	0									
	..			..			..			..			..			..			..			..		54	0	6				
	..		75	4	2																								
	..		53	1	0																								
	..		4	7	8																								
35	11	10	272	3	2	36	0	4	39	19	9	9	9	8	10	0	0	55	7	0		..		54	0	6		..		43	17	9

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2 March,

Date.		No. of Invoice.	NAME.	Led. Fo.	Total Amount of Invoice.			Material.			Dye-wares.			Chemicals, Soap, Oil, Size, &c.			Outwork.		
1884.			Brought forward		10790	2	1	8594	4	4	864	19	2	..	..		1254	8	7
Mar.	1	46	Dyson, Mills & Co.	2	22	4	3		..			..		..	..			..	
	5	47	Do.	2	34	3	5		..			..		..	..			..	
	7	48	Merton, Walker & Co.	7	218	5	3	218	5	3									
	9	49	Brandram, Reeves & Co.	1	15	3	1		..			..		..	..			..	
	12	50	Wooller, Flocks & Co.	5	207	16	5	207	16	5									
	13	51	Broadbent & Watkinson	6	394	2	6		..			..		..	..		394	2	6
	16	52	Addleshaw, Batley & Co.....	13	7	8	2		..			..		..	..			..	
	17	53	Wooller, Flocks & Co.	5	160	19	4	160	19	4									
	19	54	Montague, Barker & Co.	4	22	5	7	22	5	7									
	24	55	Merton, Walker & Co.	7	65	18	2	65	18	2									
	25	56	Haxworth, Allatt & Co.	17	200	11	0		..			..		200	11	0			
	26	57	Drake, William, & Sons	9	16	5	4		..			..			..			..	
	27	58	Rutherford, Martin & Co.	10	162	5	6		..			..			..			..	
	27	59	Drake, William, & Sons	9	57	17	10		..			..			..			..	
	28	60	Merton, Walker & Co.	7	208	9	2	208	9	2									
	29	61	Montague, Barker & Co.	4	79	8	10	79	8	10									
	30	62	Chamberlain & Son	8	141	3	4		..		141	3	4						
	31	63	Littlewood, Wilson & Co.....	13	923	7	8		..			..			..			..	
	31	64	Brandram, Reeves & Co.	1	133	5	3		..			..			..			..	
	31	65	Farrer & Co.....	11	310	0	8		..			..			..		310	0	8
	31	66	Montague, Barker & Co.	4	85	13	11	85	13	11									
					14184	16	9	9643	1	0	526	2	6	200	11	0	1698	11	9
			Totals posted to Nominal Ledger,		Folios				1			2			3			4	
	9																		
April	2	67	Brooke, Graves & Co.	16	90	5	8		..			..			..			..	
	7	68	Chamberlain & Son	8	148	2	9		..		148	2	9						
	9	69	Merton, Walker & Co.	7	561	15	3	561	15	3									
	10	70	Montague, Barker & Co.	4	32	18	10	32	18	10									
	11	71	Broadbent & Watkinson	6	159	8	4		..			..			..		159	8	4
	12	72	Do.	6	367	9	4		..			..			..		367	9	4
	14	73	Rutherford, Martin & Co.	10	23	1	8		..			..			..			..	
	15	74	Montague, Barker & Co.	4	32	9	9	32	9	9									
	16	75	Wooller, Flocks & Co. (as May 1st)	5	729	1	1	729	1	1									
	19	76	Addleshaw, Batley & Co.....	13	7	9	6		..			..			..			..	
	23	77	Dyson, Mills & Co.....	2	13	2	1		..			..			..			..	
	24	78	Brandram, Reeves & Co.....	1	26	1	4		..			..			..			..	
	26	79	Do.	1	244	0	4		..			..			..			..	
	27	80	Drake, William & Sons	9	19	2	4		..			..			..			..	
	28	81	Do.	9	36	3	9		..			..			..			..	
	29	82	Hirst, Thomas	8	20	17	9		..			..			..			..	
	30	83	Rutherford, Martin & Co.	10	102	8	5		..			..			..			..	
			Carried forward.....		2607	18	2	1356	4	11	148	2	9		..		526	17	8

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Set II.—Continued.

1884. 2

Packing Materials.			Motive Power. — Coals, Oil, Tallow, Repairs to Motive Plant.			Mill Furnishings, Repairs and Renewals to Machinery.															Cards.			New Plant and Machinery.			Miscellaneous.		
						Woollen Carding and Spinning.			Worsted Combing and Spinning.			Weaving.			Dyeing.			Finishing.			Store.									
85	11	10	272	8	2	36	0	4	39	19	9	9	9	8	10	0	0	55	7	0	..			54	0	6	..			48	17	9
	..			..			..		16	6	8	5	18	0																
	..			..			..			..			..		4	8	5		..		30	0	0								
	..			..		8	0	1		..			..			..		12	8	0											
	..			7	8	2																									
16	5	4																													
	..		162	5	6																										
57	17	10																													
	..			..			..			..			..			..			..			..			..		922	7	8			
	..			..			..			..		50	19	9	8	8	5		..		78	2	1								
109	15	0	441	16	10	89	0	5	56	6	0	66	7	5	23	6	10	67	10	0	108	2	1	54	0	6	922	7	8	48	17	9
	5			10			12			12			12			12			12			12			15			25				
																								Stables—N.L.		13				25	14	10
																								Incidentals—N.L.		16				18	2	11
																														48	17	9
	..			..			..			..			..			..			..			..		90	5	8						
	..		22	1	8																											
	..		7	9	6																											
	..			..			..			..			..		18	2	1															
	..			..		26	1	4																								
	..			..		66	19	8		..			..			..			..		177	1	1								
19	2	4																													
26	8	9																												Stables.		
	..			..			..			..			..			..			..			..			..			..			20	17	9
	..		102	8	5																											
55	6	1	121	19	7	22	0	7		..			..		18	2	1		..		177	1	1	90	5	8		..		20	17	9

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3 May,

Date.		No. of Invoice	NAME.	Led. Fo.	Total Amount of Invoice.			Material.			Dye-wares.			Chemicals, Soap, Oil, Size, &c.			Outwork.		
1884			Brought forward		2607	18	2	1356	4	11	148	2	9	..			526	17	8
May	1	84	Merton, Walker & Co.	7	822	6	4	822	6	4									
	7	85	Do.	7	548	8	2	548	8	2									
	9	86	Haxworth, Allatt & Co.	17	320	16	8	..			..			320	16	8			
	12	87	Hutchinson, Whiteley & Co.	19	640	5	0	..			..			..			..		
	13	88	Welsh, R. & Son.....	23	5	10	2	..			5	10	2						
	17	89	Montague, Barker & Co.....	4	31	5	2	31	5	2									
	19	90	Wooller, Flocks & Co.	5	860	2	9	860	2	9									
	20	91	Montague, Barker & Co.	4	90	1	2	90	1	2									
	24	92	Wooller, Flocks & Co.	5	132	2	7	132	2	7									
	25	93	Rushforth, R. & Co.	21	79	18	11	79	18	11									
	25	94	Dyson, Mills & Co.....	2	14	1	6	..			..			..			..		
	26	95	Montague, Barker & Co.....	4	25	19	2	25	19	2									
	28	96	Dyson, Mills & Co.....	2	23	2	1	..			..			..			..		
	29	97	Brandram, Reeves & Co.....	1	24	6	3	..			..			..			..		
	31	98	Dyson, Mills & Co.	2	22	17	5	..			..			..			..		
	31	99	Brandram, Reeves & Co.....	1	11	4	4	..			..			..			..		
June	1	100	Merton, Walker & Co.	7	726	7	0	726	7	0									
	2	101	Whitehead & Sons	12	17	8	0	..			..			..			..		
	3	102	Merton, Walker & Co.....	7	921	6	4	921	6	4									
	4	103	Montague, Barker & Co.....	4	26	4	6	26	4	6									
	5	104	Broadbent & Watkinson	6	149	6	11	..			..			..			149	6	11
	6	105	Wooller, Flocks & Co.	5	354	5	0	354	5	0									
	7	106	Montague, Barker & Co.....	4	44	8	4	44	8	4									
	9	107	Chamberlain & Son	8	230	17	6	..			230	17	6						
	10	108	Brooke, Graves & Co.	16	178	19	0	..			..			..			..		
	11	109	Chamberlain & Son	8	50	5	8	..			50	5	8						
	12	110	Broadbent & Watkinson.....	6	101	0	2	..			..			..			101	0	2
	14	111	Do.	6	19	7	1	..			..			..			19	7	1
	15	112	Merton, Walker & Co.	7	1406	8	4	1406	8	4									
	17	113	Dyson, Mills & Co.....	2	8	15	9	..			..			..			..		
	18	114	Wooller, Flocks & Co.	5	524	5	6	524	5	6									
	19	115	Merton, Walker & Co.	7	95	13	8	95	13	8									
	20	116	Montague, Barker & Co.....	4	75	13	4	75	13	4									
	21	117	Dyson, Mills & Co.....	2	79	8	8	..			..			..			..		
	22	118	Wooller, Flocks & Co.	5	567	4	9	567	4	9									
	23	119	Dyson, Mills & Co.....	2	6	7	0	..			..			..			..		
	24	120	Do.	2	20	10	0	..			..			..			..		
	25	121	Brandram, Reeves & Co.....	1	182	10	0	..			..			..			..		
	26	122	Chamberlain & Son	8	99	8	10	..			99	8	10						
	27	123	Wooller, Flocks & Co.	5	156	17	2	156	17	2									
	27	124	Drake, William, & Sons	9	7	19	0	..			..			..			..		
	28	125	Addleshaw, Batley & Co.....	18	17	4	1	..			..			..			..		
	29	126	Merton, Walker & Co.	7	645	19	9	645	19	9									
	29	127	Haxworth, Allatt & Co.	17	379	7	9	..			..			379	7	9			
	30	128	Drake, William, & Sons	9	48	8	0	..			..			..			..		
			Carried forward		13402	1	3	9491	2	5	532	4	6	700	4	0	796	11	10

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Set II.—Continued.

1884. 3

Packing Materials.			Motive Power. Coals, Oil, Tallow, Repairs to Motive Plant.			Mill Furnishings, Repairs and Renewals to Machinery.															Cards.			New Plant and Machinery.			Miscellaneous.		
						Woollen Carding and Spinning.			Worsted Combing and Spinning.			Weaving.			Dyeing.			Finishing.			Store.									
55	6	1	131	19	7	98	0	7	..			..			13	2	1	..			177	1	1	90	5	8	..			20	17	9
	..			..			..			..			..			..			..			..			..		640	5	0			
	..			..			..		14	1	6																				
	..			..			..		6	1	2	..			..			..			17	0	11								
	..			..			..			..		24	6	3																
	..			..			..			..		..			19	11	11	..			3	5	6								
	..			..			..			..		11	4	4															Stationery.		
	..			..			..			..			..			..			..			..			..			..		17	8	0
	..			..			..			..			..			..			..			..		178	19	0						
	..			..			..			..			..		5	0	3	3	15	6											
	..			..			..			..		79	8	3																	
	..			..			..			..		6	7	0																	
	..			..			..			..		5	18	3	14	11	9													
	..			..			..		100	0	0		..			..		82	10	0											
7	19	0																													
	..		17	4	1																										
48	8	0																													
111	13	1	149	3	8	98	0	7	120	2	8	127	4	1	52	6	0	86	5	6	197	7	6	269	4	8	640	5	0	38	5	9

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4 *June,*

Date.		No. of Invoice.	NAME.	Led. Fo.	Total Amount of Invoice.			Material.			Dye-wares.			Chemicals, Soap, Oil, Size, &c.			Outwork.		
1864			Brought forward		13402	1	3	9491	2	5	529	4	6	700	4	0	796	11	10
June	30	129	Rutherford, Martin & Co.....	10	284	4	1		..			..			..			..	
	30	130	Farrer & Co.....	11	417	10	0		..			..			..		417	10	0
					14103	15	4	9491	2	5	529	4	6	700	4	0	1214	1	10
			Totals posted to Nominal Ledger,		**Folios**				**1**			**2**			**3**			**4**	
July	2	131	Merton, Walker & Co.	7	740	1	3	740	1	3									
	4	132	Do.	7	850	4	6	850	4	6									
	5	133	Montague, Barker & Co.	4	25	7	3	25	7	3									
	6	134	Wooller, Flocks & Co.	5	969	15	7	969	15	7									
	7	135	Montague, Barker & Co.	4	40	16	5	40	16	5									
	9	136	Broadbent & Watkinson	6	105	6	5		..			..			..		105	6	5
	10	137	Chamberlain & Son	3	61	4	8		..		61	4	8		..			..	
	11	138	Addleshaw, Batley & Co.....	13	92	1	6		..			..			..			..	
	12	139	Broadbent & Watkinson	6	305	18	4		..			..			..		305	18	4
	13	140	Chamberlain & Son	3	52	1	0		..		52	1	0						
	14	141	Addleshaw, Batley & Co.....	13	85	1	6		..			..			..			..	
	16	142	Wooller, Flocks & Co.	5	971	4	1	971	4	1									
	18	143	Wheatley, Benjamin.....	23	15	4	8	15	4	8									
	20	144	Brandram, Reeves & Co.	1	9	8	7		..			..			..			..	
	21	145	Rushforth, R. & Co.	21	130	1	1	130	1	1									
	24	146	Brooke, Graves & Co.	16	47	8	9		..			..			..			..	
	25	147	Drake, William, & Sons	9	1	2	7		..			..			..			..	
	26	148	Brandram, Reeves & Co.	1	70	9	7		..			..			..			..	
	31	149	Hutchinson, Whiteley & Co.	19	30	0	0		..			..			..			..	
Aug.	3	150	Merton, Walker & Co.	7	721	7	4	721	7	4									
	4	151	Montague, Barker & Co.	4	12	7	5	12	7	5									
	5	152	Merton, Walker & Co.	7	585	4	3	585	4	3									
	6	153	Wooller, Flocks & Co.	5	684	11	5	684	11	5									
	7	154	Dyson, Mills & Co.....	2	5	17	4		..			..			..			..	
	8	155	Montague, Barker & Co.	4	40	1	8	40	1	8									
	9	156	Broadbent & Watkinson	6	154	1	5		..			..			..		154	1	5
	10	157	Dyson, Mills & Co.....	2	64	18	3		..			..			..			..	
	12	158	Chamberlain & Son	3	190	1	0		..		190	1	0						
	13	159	Broadbent & Watkinson	6	258	19	1		..			..			..		258	19	1
	13	160	Haxworth, Allatt & Co.	17	374	8	5		..			..		374	8	5			
	14	161	Addleshaw, Batley & Co.....	13	7	8	3		..			..			..			..	
	16	162	Rutherford, Martin & Co.	10	152	1	11		..			..			..			..	
	19	163	Chamberlain & Son	3	321	0	6		..		321	0	6						
	20	164	Foster, Edward, & Son.....	23	8	4	8		..			..			..			..	
	22	165	Broadbent & Watkinson	6	84	1	7		..			..			..		84	1	7
	26	166	Do.	6	115	8	10		..			..			..		115	8	10
	27	167	Brandram, Reeves & Co.....	1	15	1	6		..			..			..			..	
	31	168	Hirst, Thomas	8	17	10	4		..			..			..			..	
			Carried forward		8245	12	11	5786	6	11	554	7	2	374	8	5	1023	15	8

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SET II.—Continued.

1884. 4

Packing Materials.			Motive Power. Coals, Oil, Tallow, Repairs to Motive Plant.			Mill Furnishings, Repairs and Renewals to Machinery.																		Cards.			New Plant and Machinery.			Miscellaneous.		
						Woollen Carding and Spinning.			Worsted Combing and Spinning.			Weaving.			Dyeing.			Finishing.			Store.											
111	18	1	149	3	8	98	0	7	120	2	8	127	4	1	52	6	0	86	5	6	197	7	6	269	4	8	640	5	0	38	5	9
	..		284	4	1																											
111	18	1	433	7	9	98	0	7	120	2	8	127	4	1	52	6	0	86	5	6	197	7	6	269	4	8	640	5	0	38	5	9
	5			10			12			12			12			12			12			12			15			25				
																														20	17	9
																								Stables—N.L.			13				
																								Incidentals—N.L.			16			17	8	0
																														38	5	9
	..		92	1	6																											
	..		35	1	6																											
	..			..		9	8	7																								
	..			..			..			..			..			..			..			..			47	8	9						
1	2	7		..			..		31	9	5		..		20	10	1	9	10	1	9	0	0									
	..			..			..			..			..			..			..			..			..			30	0	0			
	..			..			..			..			..			..			..		5	17	4									
	..			..			..		44	18	3		..			..		6	11	4	13	8	8									
	..		7	8	3																											
	..		183	1	11																											
	..			..		3	1	10		..			..			..		5	2	10												
	..			..		15	1	6																						Stables.		
	..			..			..			..			..			..			..			..			..			..			17	10	4
1	2	7	286	13	2	27	11	11	76	7	8		..		20	10	1	21	4	3	28	6	0	47	8	9	30	0	0	17	10	4

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5 September,

Date.		No. of Invoice.	NAME.	Led. Fo.	Total Amount of Invoice.			Material.			Dye-wares.			Chemicals, Soap, Oil, Size, &c.			Outwork.		
1894			Brought forward		8245	12	11	8726	6	11	554	7	2	874	8	5	1093	15	8
Sept.	1	169	Montague, Barker & Co.	4	171	5	9	171	5	9									
	4	170	Do.	4	49	1	6	49	1	6									
	7	171	Merton, Walker & Co.	7	562	9	4	562	9	4									
	9	172	Addleshaw, Batley & Co.....	18	19	8	0		..			..			..			..	
	10	173	Merton, Walker & Co.	7	698	0	3	698	0	3									
	11	174	Brooke, Graves & Co.	16	80	4	6		..			..			..			..	
	11	175	Haxworth, Allatt & Co.	17	426	8	7		..			..		426	8	7		..	
	13	176	Rutherford, Martin & Co.....	10	119	19	0		..			..			..			..	
	15	177	Merton, Walker & Co.	7	211	17	5	211	17	5									
	16	178	Brooke, Graves & Co.....	16	180	1	3		..			..			..			..	
	17	179	Brandram, Reeves & Co.	1	84	8	1		..			..			..			..	
	20	180	Haigh, Ben	23	9	10	6		..		9	10	6						
	24	181	Merton, Walker & Co.	7	652	4	3	652	4	3									
	24	182	Wooller, Flocks & Co.	5	957	8	4	957	8	4									
	28	183	Do.	5	900	15	11	900	15	11									
	28	184	Merton, Walker & Co.	7	892	6	5	892	6	5									
	30	185	Brooke, Graves & Co.	16	107	8	6		..			..			..			..	
	30	186	Farrer & Co.....	11	226	8	1		..			..			..		226	8	1
	30	187	Drake, William, & Sons	9	23	4	1		..			..			..			..	
					14662	2	8	10896	16	1	563	17	8	300	17	0	1350	3	9
			Totals posted to Nominal Ledger,		**Folios**				**1**			**2**			**3**			**4**	
Oct.	3	188	Chamberlain & Son	3	174	3	5		..		174	3	5						
	4	189	Do.	3	154	6	3		..		154	6	3						
	6	190	Merton, Walker & Co.	7	679	3	2	679	3	2									
	8	191	Bartholomew & Son	22	589	5	6	589	5	6									
	9	192	Addleshaw, Batley & Co.....	18	29	4	0		..			..			..		29	4	0
	10	193	Wooller, Flocks & Co.	5	1891	18	0	1891	18	0									
	11	194	Montague, Barker & Co.	4	48	2	9	48	2	9									
	13	195	Do.	4	96	16	9	96	16	9									
	15	196	Merton, Walker & Co.	7	960	1	3	960	1	3									
	18	197	Bartholomew & Son	22	74	0	6	74	0	6									
	19	198	Addleshaw, Batley & Co.....	18	17	5	6		..			..			..			..	
	21	199	Wooller, Flocks & Co.	5	726	2	6	726	2	6									
	23	200	Dyson, Mills & Co.....	2	31	15	4		..			..			..			..	
	24	201	Rutherford, Martin & Co.	10	128	0	6		..			..			..			..	
	25	202	Brandram, Reeves & Co.....	1	3	4	5		..			..			..			..	
	26	203	Dyson, Mills & Co.....	2	95	15	6		..			..			..			..	
	28	204	Brooke, Graves & Co.	16	45	6	0		..			..			..			..	
	31	205	Hutchinson, Whiteley & Co.	19	20	0	0		..			..			..			..	
			Carried forward		5754	8	4	5060	7	5	328	9	8		..		29	4	0

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SET II.—Continued.

1884. 5

Packing Materials.	Motive Power. Coals, Oil, Tallow, Repairs to Motive Plant,	Mill Furnishings, Repairs and Renewals to Machinery. Woollen Carding and Spinning.	Worsted Combing and Spinning.	Weaving.	Dyeing.	Finishing.	Store.	Cards.	New Plant and Machinery.	Miscellaneous.
1 2 7	286 13 2	27 11 11	76 7 8	..	20 10 1	21 4 3	28 6 0	47 8 9	30 0 0	17 10 4
..	19 8 0									
..	..	..	..	..	..	..	..	80 4 6		
..	119 19 0									
..	..	..	..	..	..	..	..	130 1 3		
..	..	11 0 1	..	59 0 3	..	14 7 9				
..	..	..	..	..	..	..	..	107 8 6		
22 4 1										Stables.
23 6 8	426 0 2	38 12 0	76 7 8	59 0 3	20 10 1	35 12 0	28 6 0	365 3 0	30 0 0	17 10 4
5	10	12	12	12	12	12	12	15	25	13
..	17 5 6									
..	..	..	31 15 4							
..	128 0 6	3 4 5								
..	..	..	32 13 0	..	..	..	60 2 6			
..	..	..	..	..	..	..	..	45 6 0		
..	..	..	..	..	..	..	..	..	20 0 0	
..	140 6 0	3 4 5	67 8 4	..	..	..	60 2 6	45 6 0	20 0 0	..

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6 November,

Date.		No. of Invoice.	NAME.	Led. Fo.	Total Amount of Invoice.			Material.			Dye-wares.			Chemicals, Soap, Oil, Size, &c.			Outwork.		
1884			Brought forward		5754	8	4	5060	7	5	328	9	8	..			29	4	0
Nov.	1	206	Montague, Barker & Co.	4	152	1	6	152	1	6									
	3	207	Piercy & Ramsden.....	23	3	2	1	3	2	1									
	4	208	Chamberlain & Son.....	8	385	4	1	..			385	4	1						
	5	209	Merton, Walker & Co.	7	800	8	6	800	8	6									
	6	210	Montague, Barker & Co.	4	25	3	7	25	3	7									
	10	211	Broadbent & Watkinson.....	6	51	9	5	..			..			..			51	9	5
	11	212	Wooller, Flocks & Co.	5	969	19	10	969	19	10									
	12	213	Preston, John, & Co.	23	1	7	4	..			..			..			..		
	14	214	Chamberlain & Son	3	245	7	4	..			245	7	4						
	15	215	Broadbent & Watkinson	6	231	6	5	..			..			..			231	6	5
	16	216	Addleshaw, Batley & Co.....	13	17	9	5	..			..			..			..		
	17	217	Montague, Barker & Co.	4	168	18	9	168	18	9									
	18	218	Rutherford, Martin & Co.	10	116	11	11	..			..			..			..		
	19	219	Brandram, Reeves & Co.....	1	33	1	6	..			..			..			..		
	25	220	Dyson, Mills & Co.....	2	13	1	6	..			..			..			..		
	25	221	Do.	2	84	6	10	..			..			..			..		
	27	222	Whitehead & Sons	12	28	2	7	..			..			..			..		
	28	223	Hutchinson, Whiteley & Co.	19	560	10	1	..			..			..			..		
Dec.	2	224	Montague, Barker & Co.....	4	134	5	8	134	5	8									
	5	225	Swift & Marshall	23	5	1	3	5	1	3									
	7	230	Montague, Barker & Co.....	4	114	5	4	114	5	4									
	9	227	Merton, Walker & Co.....	7	517	9	5	517	9	5									
	14	228	Montague, Barker & Co.....	4	9	2	0	9	2	0									
	15	229	Broadbent & Watkinson	6	141	6	4	..			..			..			141	6	4
	16	230	Merton, Walker & Co.	7	728	18	1	728	18	1									
	18	231	Brandram, Reeves & Co.	1	17	4	5	..			..			..			..		
	19	232	Broadbent & Watkinson	6	15	1	5	..			..			..			15	1	5
	20	233	Do.	6	62	13	6	..			..			..			62	13	6
	23	234	Dyson, Mills & Co.....	2	1	6	0	..			..			..			..		
	23	235	Brandram, Reeves & Co.....	1	47	5	6	..			..			..			..		
	24	236	Brooke, Graves & Co.	16	144	0	4	..			..			..			..		
	27	237	Hutchinson, Whiteley & Co.	19	41	0	0	..			..			..			..		
	26	238	Brandram, Reeves & Co.....	1	45	9	7	..			..			..			..		
	27	239	Brooke, Graves & Co.	16	116	10	9	..			..			..			..		
	30	240	Do.	16	19	5	7	..			..			..			..		
	31	241	Hirst, Thomas	8	26	10	1	..			..			..			..		
	31	242	Whitehead & Sons.....	12	5	6	0	..			..			..			..		
	31	243	Farrer & Co.....	11	316	0	0	..			..			..			316	0	0
	31	244	Rutherford, Martin & Co.	10	121	16	2	..			..			..			..		
					12149	18	5	9684	8	5	899	1	1	..			847	1	1
			Totals posted to Nominal Ledger,		Folio				1			2						4	

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Set II.—Continued.

1884. 6

Packing Materials.	Motive Power. — Coals, Oil, Tallow, Repairs to Motive Plant.	Mill Furnishings, Repairs and Renewals to Machinery.						New Plant and Machinery.	Miscellaneous.
		Woollen Carding and Spinning.	Worsted Combing and Spinning.	Weaving.	Dyeing.	Finishing.	Store.	Cards.	
..	140 6 0	3 4 5	67 8 4	..	..	..	60 2 6	45 6 0	20 0 0	..
..	..	..	..	1 7 4						
..	17 9 5									
..	116 11 11									
..	..	30 0 0	..	2 1 6						
..	..	..	..	..	6 7 3	6 14 3				
..	..	..	..	30 6 11	..	..	3 19 11			Stationery.
..	..	..	..	..	..	..	..	..	..	28 2 7
..	..	..	..	..	..	..	..	..	560 10 1	
..	..	2 5 9	..	14 18 8						
..	..	..	..	1 6 0						
..	..	..	..	21 15 2	..	25 10 4				
..	..	..	..	..	..	..	..	144 0 4		
..	..	..	..	..	..	..	..	..	41 0 0	
..	..	..	..	45 9 7						
..	..	..	..	..	..	..	..	116 10 9		
..	..	..	..	..	..	..	..	19 5 7		Stables.
..	..	..	..	..	..	..	..	..	..	25 10 1
..	..	..	..	..	..	..	..	..	Stationery	5 6 0
..	121 16 2									
..	396 3 6	35 10 2	67 8 4	117 5 2	6 7 3	32 4 7	64 2 5	335 3 8	621 10 1	53 18 8
	10	12	12	12	12	12	12	15	25	
								Stables—N.L.	13	25 10 1
								Incidentals—N.L.	16	28 8 7
										53 18 8

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1 RETURNS & CLAIMS

Date.		No. of Invoice.	NAME.	Led. Fo.	Total Amount of Invoice.			Material.			Dye-wares.			Chemicals, Soap, Oil, Size, &c.			Outwork.		
1884																			
Jan.	8	674	Farrer & Co.	11	19	15	0		..			..			..		19	15	0
	19	8	Montagues, Barker & Co.	4	14	8	4	14	8	4									
	25	17	Merton, Walker & Co.	7	239	10	6	259	10	0									
Mar.	28	42	Do.	7	19	15	0	19	15	0									
					292	8	10	273	18	10		..			..		19	15	0
Mar.	31	Totals posted to Nominal Ledger,			Folios				1									4	
April	8	65	Farrer & Co.	11	45	17	8		..			..			..		45	17	8
	17	64	Brandram, Reeves & Co.	1	27	18	4		..			..			..			..	
					73	16	0		..			..			..		45	17	8
June	30	Totals posted to Nominal Ledger,			Folios													4	
Aug.	7	180	Merton, Walker & Co.	7	26	0	7	26	0	7									
Sep.	19	180	Do.	7	8	15	6	8	15	6									
					34	16	1	34	16	1									
Sept.	30	Total posted to Nominal Ledger,			Folio				1										
Oct.	16	189	Chamberlain & Son	3	154	6	3		..		154	6	3						
Nov.	20	219	Brandram, Reeves & Co.	1	7	4	1		..			..			..			..	
Dec.	12	214	Chamberlain & Son	3	54	16	0		..		54	16	0						
					216	6	4		..		209	2	3		..			..	
Dec.	31	Totals posted to Nominal Ledger,			Folios							2							

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(Purchases) DAY BOOK. Set II. 1

Packing Materials.	Motive Power. — Coals, Oil, Tallow, Repairs to Motive Plant.	Mill Furnishings, Repairs and Renewals to Machinery.						Cards.	New Plant and Machinery.	Miscellaneous.
		Woollen Carding and Spinning.	Worsted Combing and Spinning.	Weaving.	Dyeing.	Finishing.	Store.			
..	..	20 1 0	7 17 4							
..	..	28 1 0	7 17 4							
		12	12							
..	..	..	..	..	7 4 1					
..	..	..	..	..	7 4 1					
					12					

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1 **MILL SALES DAY BOOK. Set II.**

Date.		Name and full particulars of Invoice.	Mill Ledger Folio.	Amount of each Item of Invoice.	Total of each Invoice.
1884					
Feb.	25	Dyson, Mills & Co., Huddersfield ..... Old Healds	9		2 15 8
Mar.	24	Mitchell, Jonathan, Wakefield ..... Old Machinery	14		27 10 0
					30 5 8
		Cr.			
Mar.	31	„ Mill Furnishings Account, Weaving Department .... Nomi. Ledger	12		2 15 8
		„ Machinery Account ..... Do.	25		27 10 0
					30 5 8
May	15	Martin & France, Huddersfield ..... Commission Work	20		54 12 8
	25	Woollier, Flocks & Co., Bradford ..... Noils, Waste, Flocks, &c.	5		287 19 1
June	7	Martin & France, Huddersfield ..... Commission Work	20		120 17 4
	14	Mitchell, Jonathan, Wakefield ..... Old Machinery	14		15 6 1
					548 15 2
		Cr.			
June	30	„ Commission Work Account ..... Nomi. Ledger	6		175 10 0
		„ Material Account ..... Do.	1		287 19 1
		„ Machinery Account ..... Do.	25		15 6 1
					548 15 2
July	2	Dyson, Mills & Co., Huddersfield ..... Old Healds	9		10 14 0
Aug.	19	Martin & France, Huddersfield ..... Commission Work	20		70 13 6
Sept.	25	Mitchell, Jonathan, Wakefield ..... Old Machinery	14		35 0 0
					135 12 6
		Cr.			
Sept.	30	„ Mill Furnishings Account, Weaving Department .... Nomi. Ledger	12		10 14 0
		„ Commission Work Account ..... Do.	6		70 13 6
		„ Machinery Account ..... Do.	25		35 0 0
					135 12 6
Oct.	27	Woollier, Flocks & Co., Bradford ..... Noils, Waste, &c.	5		245 19 3
Dec.	29	Martin & France, Huddersfield ..... Commission Work	25		109 3 2
	30	Sundry Cash Sales of Waste as per Duplicate Invoice book*	29		30 10 6
					385 12 11
		Cr.			
Dec.	31	„ Material Account ..... Nomi. Ledger	1		286 9 9
		„ Commission Work Account ..... Do.	6		109 3 2
					385 12 11

* If the sundry Cash Sales include articles of various classes the amount of each class should be specified in the inner column so that they may be readily analysed.

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THE SALES DAY BOOK,

and

THE RETURNS & ALLOWANCES (Sales) DAY BOOK,

pages 98 to 104.

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SALES DAY BOOK. Set II.

1 January, 1884.

Date.		Sales Ledger Folio.	Name and full particulars of Invoice.*	Amount of each item of the Invoice.			Total of each Invoice.		
1884									
Jan.	2	5	Bragg, J. B., & Co. ..... New York				1617	9	4
	3	7	Colefax & Denham ..... Leeds				295	3	2
	4	2	Richardson & Clark (as June) ..... London				224	13	4
	7	1	Atkinson, Blake & Co. ..... London				126	7	7
	8	10	Wilson, Henry, & Co. (2½ per cent. June) .. Liverpool				520	1	8
	10	20	Sykes, Jacob				1	4	3
	12	1	Atkinson, Blake & Co. ..... London				94	9	10
	14	3	Brownrigg, Henry ..... Melbourne				2215	5	6
	14	5	Bragg, J. B., & Co. ..... New York				2546	17	2
	15	9	Walker, Sterry & Lark ..... Bristol				17	9	4
	16	11	Burdon & Jones ..... Glasgow				916	5	3
	17	6	Barnett & Son ..... Birmingham ..				34	3	1
	19	2	Richardson & Clark (as June) ..... London				516	1	5
	19	20	Broadbent, Joseph				2	5	6
	20	1	Atkinson, Blake & Co. ..... London				3	5	7
	24	8	Dobson, Saville & Co. ..... Bradford				160	19	4
	25	11	Burdon & Jones ..... Glasgow				260	6	1
	25	4	Gaunt, James, & Son ..... Manchester				427	1	6
	27	3	Brownrigg, Henry ..... Melbourne				516	17	8
			TOTAL POSTED TO CR. OF NOMINAL LEDGER, FOLIO 9				10486	6	7
			February, 1884.						
Feb.	2	2	Richardson & Clark (as June) ..... London				147	13	6
	4	20	Blackburn, William				3	2	0
	5	13	Bentley & Robinson ..... Stroud				240	16	0
	7	20	Coldwell, Abraham				1	18	7
	9	10	Wilson, Henry, & Co. (2½ per cent. June) .... Liverpool				1047	19	6
	10	1	Atkinson, Blake & Co. ..... London				56	2	6
	12	2	Richardson & Clark (as June) ..... London				151	17	8
	16	11	Burdon & Jones ..... Glasgow				797	9	1
	18	4	Gaunt, James, & Son ..... Manchester				350	18	1
	19	6	Barnett & Son ..... Birmingham ..				14	6	3
	20	9	Walker, Sterry & Lark ..... Bristol				227	19	4
	21	10	Wilson, Henry, & Co. (2½ per cent. June) .... Liverpool				1267	19	3
	21	5	Bragg, J. B., & Co. ..... New York				521	8	0
	22	1	Atkinson, Blake & Co. ..... London				27	3	5
	24	2	Richardson & Clark (as June) ..... London				98	17	4
	25	7	Colefax & Denham ..... Leeds				527	19	4
	26	3	Brownrigg, Henry ..... Melbourne				1510	10	6
	27	11	Burdon & Jones ..... Glasgow				414	16	11
			CR. NOMINAL LEDGER, FOLIO 9				7409	3	3

* This space may be ruled for quantities, measurements, etc.

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SALES DAY BOOK. Set II.—Continued.

March, 1884. 2

Date.		Sales Ledger Folio.	Name and full particulars of Invoice.	Amount of each item of the Invoice.			Total of each Invoice.		
1884									
Mar.	3	2	Richardson & Clark (as June) .....London				157	19	7
	5	3	Brownrigg, Henry .....Melbourne				356	8	3
	7	10	Wilson, Henry, & Co. .....Liverpool				1151	18	4
	7	11	Burdon & Jones .....Glasgow				824	1	8
	9	2	Richardson & Clark (as June) .....London				15	7	3
	10	9	Walker, Sterry & Lark.....Bristol				281	5	6
	12	10	Wilson, Henry, & Co. .....Liverpool				1784	5	7
	12	7	Colefax & Denham.....Leeds.....				591	18	2
	13	1	Atkinson, Blake & Co. .....London				26	17	4
	14	5	Bragg, J. B., & Co.....New York.....				525	8	0
	17	4	Gaunt, James, & Son .....Manchester				320	9	1
	21	6	Barnett & Son .....Birmingham ..				52	0	3
	23	14	Rushforth, R., & Co.....Huddersfield ..				54	5	1
	25	20	Hanson, John				2	7	9
	26	11	Burdon & Jones .....Glasgow				875	12	11
	28	1	Atkinson, Blake & Co. .....London				220	1	6
			Sundries from Pattern Day Book:—						
	31	4	Gaunt, James, & Son .....Manchester				130	7	0
	31	6	Barnett & Son.....Birmingham ..				27	8	0
	31	11	Burdon & Jones .....Glasgow				152	5	6
			Cr. Nominal Ledger, Folio 9..General Sales ..7190 : 6 : 8						
			Do. 9..Patterns ..... 310 : 0 : 6				7500	7	2
			April, 1884.						
April	4	10	Wilson, Henry, & Co. (2½ per cent. June) ....Liverpool				821	8	1
	5	6	Barnett & Son .....Birmingham ..				251	6	1
	7	10	Wilson, Henry, & Co. (2½ per cent. June) ....Liverpool				899	18	4
	17	15	Watkinson, Joshua .....Huddersfield ..				15	2	0
	17	20	Butler, Thomas				3	2	1
	18	6	Barnett & Son .....Birmingham ..				572	8	2
	21	1	Atkinson, Blake & Co. .....London				45	1	5
	22	4	Gaunt, James, & Son .....Manchester				400	6	0
	22	16	Cramer & Hart .....Dublin				581	5	6
	23	3	Brownrigg, Henry .....Melbourne				1150	8	3
	23	17	Dyson & Rhodes (2½ per cent. June 1st) ....Newcastle.....				251	7	8
	26	11	Burdon & Jones .....Glasgow				231	1	9
	27	8	Dobson, Saville & Co. .....Bradford				626	9	4
	27	2	Richardson & Clark .....London				97	3	8
	28	8	Dobson, Saville & Co. .....Bradford				560	1	1
	30	7	Colefax & Denham.....Leeds.....				158	7	9
	29	10	Wilson, Henry, & Co. .....Liverpool				781	2	8
	29	1	Atkinson, Blake & Co. .....London				76	17	4
			Cr. Nominal Ledger, Folio 9				7482	17	2

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SALES DAY BOOK Set II.—Continued.

3 **May, 1884.**

Date.		Sales Ledger Folio.	Name and full particulars of Invoice.	Amount of each item of the Invoice.			Total of each Invoice.		
1884 May	4	9	Dobson, Saville & Co. ..... Bradford				672	9	3
	4	1	Atkinson, Blake & Co. ..... London				57	8	6
	5	10	Wilson, Henry, & Co. ..... Liverpool				1260	9	4
	5	17	Dyson & Rhodes (8½ per cent. June 1st) .... Newcastle				352	9	9
	5	2	Richardson & Clark ..... London				76	16	8
	6	16	Cramer & Hart ..... Dublin				111	4	1
	6	18	Stocks & Bolt ..... Birmingham ..				118	5	1
	7	11	Burdon & Jones ..... Glasgow				675	4	3
	8	20	Starkey, Edgar				1	2	8
	12	4	Gaunt, James, & Son ..... Manchester				420	0	8
	12	10	Wilson, Henry, & Co. ..... Liverpool				871	8	2
	14	2	Richardson & Clark ..... London				19	2	11
	15	1	Atkinson, Blake & Co. ..... London				79	8	8
	15	7	Colefax & Denham ..... Leeds				14	5	7
	15	8	Dobson, Saville & Co. ..... Bradford				860	17	8
	19	17	Dyson & Rhodes (8½ per cent. June 1st).... Newcastle				727	19	5
	19	1	Atkinson, Blake & Co. ..... London				16	8	9
	19	11	Burdon & Jones ..... Glasgow				1246	18	8
	24	6	Barnett & Son..... Birmingham ..				856	17	4
	27	6	Do. ..... Birmingham ..				1050	17	8
	31	6	Do. ..... Birmingham ..				245	17	4
	31	8	Brownrigg, Henry..... Melbourne				570	18	4
			Cr. Nominal Ledger, Folio 9				9801	9	1
			June, 1884.						
June	2	8	Dobson, Saville & Co. ..... Bradford				684	3	4
	2	10	Wilson, Henry, & Co. ..... Liverpool				1351	8	4
	3	6	Barnett & Son..... Birmingham ..				235	2	9
	5	17	Dyson & Rhodes (8½ per cent. Aug. 1st) .... Newcastle.....				362	9	8
	7	3	Brownrigg, Henry ..... Melbourne				421	0	9
	9	2	Richardson & Clark ..... London				46	6	0
	12	11	Burdon & Jones..... Glasgow				661	8	3
	13	2	Richardson & Clark ..... London				17	9	3
	14	17	Dyson & Rhodes (8½ per cent. Aug. 1st)..... Newcastle.....				865	7	5
	15	5	Bragg, J. B., & Co..... New York.....				1161	8	7
	21	16	Cramer & Hart ..... Dublin				335	1	3
	23	8	Brownrigg, Henry..... Melbourne				795	16	1
	23	9	Walker, Sterry & Lark ..... Bristol				541	4	3
	25	1	Atkinson, Blake & Co. ..... London				87	3	6
	25	11	Burdon & Jones ..... Glasgow				1307	3	9
	27	7	Colefax & Denham..... Leeds.....				60	8	4
	30	1	Atkinson, Blake & Co. ..... London				76	3	8
	30	8	Dobson, Saville & Co. ..... Bradford				785	8	4
	30	18	Stocks & Bolt ..... Birmingham ..				234	3	5
			Cr. Nominal Ledger, Folio 9				9978	12	7
			July, 1884.						
July	2	1	Atkinson, Blake & Co. ..... London				7	18	4
	2	17	Dyson & Rhodes (8½ per cent. Aug. 1st) .... Newcastle.....				1042	5	9
	5	6	Barnett & Son..... Birmingham ..				521	6	2
			Carried forward.....				1571	10	3

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SALES DAY BOOK. Set II.—Continued.

July, 1884. 4

Date.		Sales Ledger Folio.	Name and full particulars of Invoice.	Amount of each item of the Invoice.			Total of each Invoice.		
1884			Brought forward.....				1571	10	3
July	8	8	Dobson, Saville & Co. .....Bradford				418	7	4
	10	16	Cramer & Hart .....Dublin				562	1	8
	11	11	Burdon & Jones .....Glasgow				1281	9	6
	12	20	Butler, Thomas				1	8	7
	13	7	Colefax & Denham.....Leeds.....				948	5	8
	14	8	Dobson, Saville & Co. .....Bradford				871	9	6
	15	9	Walker, Sterry & Lark.....Bristol				135	4	8
	18	2	Richardson & Clark (as January).....London.....				45	17	1
	21	6	Barnett & Son .....Birmingham ..				521	8	4
	24	14	Rushforth, R., & Co.....Huddersfield ..				78	9	9
	25	4	Gaunt, James, & Son .....Manchester....				726	3	5
	31	11	Burdon & Jones ....Glasgow				541	17	7
			Cr. Nominal Ledger, Folio 9				7708	12	6
			August, 1884.						
Aug.	3	7	Colefax & Denham.....Leeds.....				1471	18	7
	5	4	Gaunt, James, & Son .....Manchester....				562	7	3
	6	1	Atkinson, Blake & Co. .....London.....				67	16	3
	8	16	Cramer & Hart .....Dublin				872	1	5
	9	6	Barnett & Son.....Birmingham ..				271	3	7
	11	5	Bragg, J. B., & Co.....New York.....				787	2	5
	13	2	Richardson & Clark (as January) .....London.....				91	19	4
	14	11	Burdon & Jones ....Glasgow				943	3	6
	24	10	Wilson, Henry, & Co. .....Liverpool.....				526	2	5
	28	17	Dyson & Rhodes (3½ per cent. October 1st)..Newcastle.....				456	5	1
	31	4	Gaunt, James, & Son .....Manchester....				625	5	2
			Cr. Nominal Ledger, Folio 9				6675	15	5
			September, 1884.						
Sept.	2	3	Brownrigg, Henry .....Melbourne				142	16	7
	3	10	Wilson, Henry, & Co. .....Liverpool.....				879	3	4
	8	20	Broadbent, Joseph.....				1	19	4
	12	17	Dyson & Rhodes (3½ per cent. October 1st)..Newcastle				978	4	3
	14	16	Cramer & Hart .....Dublin				683	2	1
	15	2	Richardson & Clark (as January) .....London.....				137	2	5
	16	14	Rushforth, R., & Co.....Huddersfield ..				61	3	1
	18	1	Atkinson, Blake & Co. .....London.....				16	1	3
	23	6	Barnett & Son.....Birmingham ..				681	3	2
	25	11	Burdon & Jones .....Glasgow				702	2	0
	26	4	Gaunt, James, & Son .....Manchester....				468	2	7
			Sundries from Pattern Day Book:—						
	30	4	Gaunt, James, & Son .....Manchester....				153	2	1
	30	11	Burdon & Jones .....Glasgow				130	0	6
	30	6	Barnett & Son .....Birmingham ..				50	2	0
			Cr. Nominal Ledger, Folio 9..General Sales 4751 : 10 : 11						
			Do. 9..Patterns..... 342 : 4 : 7						
							5093	15	6
			October, 1884.						
Oct.	2	6	Barnett & Son .....Birmingham ..				784	1	2
	2	1	Atkinson, Blake & Co. .....London.....				96	14	1
			Carried forward.....				880	15	3

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SALES DAY BOOK. Set II.—Continued.

5

October, 1884.

Date.		Sales Ledger Folio.	Name and full particulars of Invoice.	Amount of each item of the Invoice.			Total of each Invoice.		
1884			Brought forward.....				889	15	3
Oct.	2	16	Cramer & Hart .....Dublin				942	3	6
	3	11	Burdon & Jones .....Glasgow				841	2	3
	4	10	Wilson, Henry, & Co. .....Liverpool.....				561	2	3
	5	19	Whittaker, Bottomley & Co. .....London.....				891	7	3
	5	4	Gaunt, James, & Son .....Manchester				741	6	5
	9	4	Do. .....Manchester				981	4	8
	9	20	Coldwell, Abraham.....				2	1	6
	10	1	Atkinson, Blake & Co.....London.....				69	4	3
	19	2	Richardson & Clark (as January) .....London.....				67	3	9
	31	14	Rushforth, R. & Co. .....Huddersfield ..				56	17	1
			Cr. Nominal Ledger, Folio 9				6064	6	2
			November, 1884.						
Nov.	1	1	Atkinson, Blake & Co. .....London.....				67	18	4
	4	19	Whittaker, Bottomley & Co. .....London.....				984	5	6
	6	8	Dobson, Saville & Co. .....Bradford				782	1	8
	8	2	Richardson & Clark (as January) .....London.....				76	14	2
	9	7	Colefax & Denham .....Leeds.....				843	2	1
	11	1	Atkinson, Blake & Co. .....London.....				45	1	8
	14	6	Barnett & Son.....Birmingham ..				761	5	4
	15	1	Atkinson, Blake & Co. .....London.....				5	16	2
	19	4	Gaunt, James, & Son .....Manchester				981	6	7
	20	9	Walker, Sterry & Lark.....Bristol				27	19	6
	23	2	Richardson & Clark (as January).....London.....				135	4	3
	24	8	Dobson, Saville & Co. ..... Bradford				575	9	3
	25	1	Atkinson, Blake & Co. .....London.....				140	17	6
	26	11	Burdon & Jones .....Glasgow				640	1	8
	28	4	Gaunt, James, & Son .....Manchester				952	3	1
	30	9	Walker, Sterry & Lark.....Bristol				574	3	6
			Cr. Nominal Ledger, Folio 9				7598	10	3
			December, 1884.						
Dec.	3	2	Richardson & Clark (as January) .....London.....				17	9	3
	4	3	Brownrigg, Henry .....Melbourne				997	3	5
	7	6	Dobson, Saville & Co. .....Bradford				182	10	1
	8	6	Barnett & Son .....Birmingham ..				836	9	5
	9	1	Atkinson, Blake & Co. .....London.....				57	4	2
	10	19	Whittaker, Bottomley & Co. .....London.....				1706	18	2
	12	2	Richardson & Clark (as January).....London.....				26	1	8
	15	2	Do. (as January) .....London.....				68	6	4
	18	6	Barnett & Son .....Birmingham ..				789	9	8
	19	10	Wilson, Henry, & Co.....Liverpool.....				894	3	2
	20	1	Atkinson, Blake & Co. .....London.....				53	2	1
	22	9	Walker, Sterry & Lark .....Bristol				980	1	6
	24	2	Richardson & Clark (as January) .....London.....				150	16	4
	24	7	Colefax & Denham..... .Leeds.....				794	8	3
	24	9	Walker, Sterry & Lark .....Bristol				17	9	6
	27	5	Bragg, J. B., & Co.....New York				1501	4	3
	27	4	Gaunt, James, & Son .....Manchester				984	5	6
	27	8	Dobson, Saville & Co. .....Bradford				24	8	3
	28	11	Burdon & Jones .....Glasgow				824	8	1
	29	20	Starkey, Edgar				3	1	7
	31	7	Colefax & Denham.....Leeds.....				174	6	7
			Cr. Nominal Ledger, Folio 9				11073	12	8

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RETURNS & ALLOWANCES (Sales) DAY BOOK. Set II.

January, 1884. 1

Date.		Sales Ledger Folio.	Name and full particulars of Returns and Allowances.	Date when goods were invoiced outwards.		£	s.	d.	Returns.			Canvas.			Shorts, Damages, and Allowances.		
1884				1884													
Jan.	14	10	Wilson, Henry, & Co.	Jan.	8	20	1	7	20	0	0	0	1	7			
	21	1	Atkinson, Blake & Co.		12	20	2	6	10	0	0	10	2	6			
	28	11	Burdon & Jones		16	150	18	5	150	18	5						
	31	2	Richardson & Clark		4	120	17	5	120	17	5						
	31	9	Walker, Sterry & Lark		15	1	15	6		..			..		1	15	6
			TOTAL POSTED TO DR. OF NOMINAL LEDGER, FOLIO 9			313	15	5	301	15	10	10	4	1	1	15	6
Feb.	8	2	Richardson & Clark	Feb.	2	74	8	6	74	8	6						
	8	13	Bentley & Robinson		5	8	17	4		..			..		8	17	4
	12	1	Atkinson, Blake & Co.		10	18	5	7	18	0	0	0	5	7			
	28	4	Gaunt, James, & Son		18	18	16	1		..			..		18	16	1
	27	6	Barnett & Son		19	88	1	8	20	0	0	13	1	8			
	28	7	Colefax & Denham		25	42	6	8	42	6	8						
			DR. NOMINAL LEDGER, FOLIO 9			190	15	5	154	14	9	13	7	8	22	13	5
Mar.	14	11	Burdon & Jones	Mar.	7	162	5	8	162	5	8						
	18	9	Walker, Sterry & Lark		10	57	8	1	48	0	0	9	8	1			
	26	6	Barnett & Son		21	8	17	5		..			..		8	17	5
	25	4	Gaunt, James, & Son		17	51	16	8	51	10	0	0	6	8			
			DR. NOMINAL LEDGER, FOLIO 9			275	7	10	261	15	8	9	14	9	8	17	5
April	26	16	Cramer & Hart	April	22	131	17	8	131	17	8						
	29	17	Dyson & Rhodes		23	50	16	5	50	0	3	0	6	2	0	10	0
	30	2	Richardson & Clark		27	18	14	7	18	14	7						
	30	11	Burdon & Jones		26	21	17	4		..			..		21	17	4
	30	7	Colefax & Denham		29	15	8	6	5	5	0	10	3	6			
			DR. NOMINAL LEDGER, FOLIO 9			288	14	6	205	17	6	10	9	8	22	7	4
May	7	8	Dobson, Saville & Co.	May	4	117	9	6	117	3	0	0	6	6			
	12	10	Wilson, Henry, & Co.		5	50	0	0	40	17	0	8	3	0	1	0	0
	28	1	Atkinson, Blake & Co.		4	1	14	3		..			..		1	14	3
			DR. NOMINAL LEDGER, FOLIO 9			169	3	9	158	0	0	8	9	6	2	14	3
June	13	17	Dyson & Rhodes	June	5	75	8	4	75	5	0	0	3	4			
	27	8	Dobson, Saville & Co.		2	55	1	9	55	1	9						
	28	9	Walker, Sterry & Lark		28	51	16	4	40	3	4	9	11	3	1	16	4
	28	16	Cramer & Hart		21	58	17	2	58	12	0	0	5	2			
	29	1	Atkinson, Blake & Co.		25	3	2	1		..			..		3	2	1
	30	7	Colefax & Denham		27	2	18	4		..			..		2	18	4
			DR. NOMINAL LEDGER, FOLIO 9			247	4	0	229	7	1	10	0	2	7	16	9
July	12	6	Barnett & Son	July	5	101	2	3	95	10	0	5	12	3			
	19	16	Cramer & Hart		10	76	18	6	76	12	6						
	21	11	Burdon & Jones		12	86	1	5	85	17	0	0	4	5			
	31	4	Gaunt, James, & Son		25	5	15	6		..			..		5	15	6
			DR. NOMINAL LEDGER, FOLIO 9			269	17	8	258	5	6	5	16	8	5	15	6

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RETURNS & ALLOWANCES (Sales) DAY BOOK. Set II.—Continued.

2 August, 1884.

Date.		Sales Ledger Folio.	Name and full particulars of Returns and Allowances.	Date when goods were invoiced outwards.		£	s.	d.	Returns. £	s.	d.	Canvas. £	s.	d.	Shorts, Damages, and Allowances. £	s.	d.
1884				1884													
Aug.	9	7	Colefax & Denham	Aug.	3	46	17	8	46	7	0	0	10	8			
	13	1	Atkinson, Blake & Co.		6	6	17	6		..			..		6	17	6
	20	11	Burdon & Jones		14	210	6	6	205	10	0	4	16	6			
			Dr. Nominal Ledger, Folio 9			264	1	8	251	17	0	5	7	2	6	17	6
Sept.	16	16	Cramer & Hart	Sept.	14	3	2	10		..			..		3	2	10
	17	17	Dyson & Rhodes		12	52	16	6	52	16	6						
	24	1	Atkinson, Blake & Co.		18	1	0	6		..			..		1	0	6
	27	6	Barnett & Son		23	157	18	4	147	4	0	10	14	4			
	29	11	Burdon & Jones		25	10	9	6		..			..		10	9	6
			Dr. Nominal Ledger, Folio 9			225	7	8	200	0	6	10	14	4	14	12	10
Oct.	6	1	Atkinson, Blake & Co.	Oct.	2	0	15	7		..			..		0	15	7
	8	6	Barnett & Son		2	185	17	7	185	17	7						
	10	19	Whittaker, Bottomley & Co.		5	10	18	8		..			..		10	18	8
	27	4	Gaunt, James, & Son		5	170	19	6	165	0	0	5	19	6			
			Dr. Nominal Ledger, Folio 9			368	11	4	350	17	7	5	19	6	11	14	3
Nov.	11	19	Whittaker, Bottomley & Co.	Nov.	4	70	18	6	70	10	6	0	8	0			
	13	8	Dobson, Saville & Co.		6	50	17	6	50	17	6						
	14	7	Colefax & Denham		9	75	8	3	70	0	0	5	8	3			
	30	8	Dobson, Saville & Co.		24	120	17	6	120	17	6						
			Dr. Nominal Ledger, Folio 9			318	1	9	312	5	6	5	16	3			
Dec.	13	6	Barnett & Son	Dec.	8	47	19	10	47	19	10						
	17	19	Whittaker, Bottomley & Co.		10	16	14	7	16	12	0	0	2	7			
	27	1	Atkinson, Blake & Co.		9	2	3	10		..			..		2	3	10
	28	9	Walker, Sterry & Lark		22	97	15	5	97	15	5						
	29	4	Gaunt, James, & Son		27	57	18	9	52	13	0	5	5	9			
			Dr. Nominal Ledger, Folio 9			222	12	5	215	0	3	5	8	4	2	3	10
			SUMMARY—														
			January			313	15	5	301	15	10	10	4	1	1	15	6
			February			190	15	5	154	14	9	13	7	3	22	13	5
			March			275	7	10	261	15	8	9	14	9	3	17	5
			April			238	14	6	205	17	6	10	9	6	22	7	4
			May			169	3	9	158	0	0	8	9	6	2	14	3
			June			247	4	0	229	7	1	10	0	2	7	16	9
			July			269	17	6	258	5	6	5	16	3	5	15	6
			August			264	1	8	251	17	0	5	7	2	6	17	6
			September			225	7	8	200	0	6	10	14	4	14	12	10
			October			368	11	4	350	17	7	5	19	6	11	14	3
			November			318	1	9	312	5	6	5	16	3			
			December			222	12	5	215	0	3	5	8	4	2	3	10
						3103	13	5	2999	17	2	101	7	8	103	8	7

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THE CASH BOOK,

pages 106 to 127.

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1 January,

Date.			Led. Fo.	Allowances.			Discounts.			Cashier.			Bank.			Totals Posted. Sales Ledger.			Nominal: Bills. Purchases Ledgers.		
1894																					
Jan.	1	*Balance in hand*.....			..			..		187	10	6		..		..			187	10	6
	4	Bills Receivable .....No.	1		..			..			..		1480	14	1	..			1480	14	1
	4	Do. ..... „	2		..			..			..		1310	1	2	..			1310	1	2
	10	Harrop, Jonas, & Sons	12		..			..			..		120	10	6	120	10	6			
	10	Bills Receivable .....No.	3		..			..			..		3576	18	3	..			3576	18	3
	10	Sykes, Jacob	20		..		0	0	3	1	4	0		..		1	4	3			
	12	Walker, Sterry & Lark....	9	0	16	0	43	0	3		..		1697	10	0	1741	6	3			
	13	Bank Contra	30		..			..		780	0	0		..		..			780	0	0
	19	Broadbent, Joseph.....	20		..		0	0	6	2	5	0		..		2	5	6			
	27	Bank Contra	30		..			..		1045	0	0		..		..			1045	0	0
Feb.	2	Wilson, Henry, & Co.	10		..		37	15	4		..		1472	17	0	1510	12	4			
	2	Blackburn, William	20		..			..		3	2	0		..		3	2	0			
	3	Burdon & Jones.....	11		..		55	15	7		..		2120	12	6	2176	8	1			
	3	Do. (through Alexander, J.)	11		..			..		54	7	6		..		54	7	6			
		Carried forward		0	16	0	136	11	11	2023	9	0	11729	8	6	5600	16	5	8380	4	0

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BOOK. Set II.

1884. 1

Date		Voucher No.		Led. Fo.	Discounts.			Cashier.			Bank.			Totals Posted. Purchases Ledger.			Totals Posted. Nominal: Bills: Sales Ledgers.		
1884																			
Jan.	1		*Balance owing to Bank* ..		..			..			2150	16	6	..			2150	16	6
	1	PC	1 Petty Cash, Warehouse	16	..			13	10	0		..		..			13	10	0
	1		Christmas Gifts	16	..			15	0	0		..		..			15	0	0
	2		1 Brook, James, Half-year's Interest .....£250 : 0 : 0 Less Income Tax 5 : 4 : 2	31	..			..			244	15	10	..			244	15	10
	2		2 Hirst, Thomas.....	8	1	5	4	..			24	18	0	26	18	4			
	3		3 Mitchell, J., Rent of Mills, Half-Year ending Dec. 31st..	11	..			..			1800	0	0	..			1800	0	0
	6		4 Gas Account, Mill, Half-year ending Dec. 31st.....	11	..			..			50	8	1	..			50	8	1
	6		5 Gas Account, Warehouse, Half-year ending Dec. 31st..	17	..			..			5	8	10	..			5	8	10
	7		6 L. & N. W. Railway	7	..			..			52	1	8	..			52	1	8
	7		7 Midland Railway	7	..			..			30	16	4	..			30	16	4
	8		8 Farrer & Co.....	11	2	7	8	..			351	19	0	361	6	8			
	13		Cashier Contra	30	..			..			730	0	0	..			730	0	0
	13		Bills Payable, Hutchinson, Whiteley & Co.....No.	1	..			..			750	18	10	..			750	18	10
	13		Bills Payable, Chamberlain & Son .....No.	2	..			..			475	8	2	..			475	8	2
	14		Harrop, Jonas, & Sons, Dishonored Cheque....	SL 12	..			..			120	10	6	..			120	10	6
	14		9 Northern Insurance Co., on Machinery and Stock at Mill, Premium on Policy 11574, to Jan. 1st, 1885	11	..			..			85	17	2	..			85	17	2
	14		10 Royal Insurance Co., on Mill Stock, Premium on Policy 24561, to Jan. 1st, 1885.....	11	..			..			25	6	3	..			25	6	3
	14		12 Atlas Fire Insurance Co., Warehouse Stock, &c., Premium on Policy 47856, to Jan. 1st, 1885	17	..			..			17	9	5	..			17	9	5
	14		Wages	8	..			827	18	4		..		..			827	18	4
	18	PC	1 Petty Cash, Mill.....	16	..			6	0	0		..		..			6	0	0
	20		12 Drake, William, & Son	9	2	0	6	..			38	10	0	40	10	6			
	20		13 Dyson, Mills & Co.....	2	0	18	11	..			36	19	6	37	18	5			
	20		14 Rutherford, Martin & Co.	10	0	0	6	..			84	10	0	84	10	6			
	20		15 Merton, Walker & Co.	7	37	4	6	..			1447	5	11	1484	10	5			
	23		16 Water Rate, 6 months, to July 1st, for Warehouse	17	..			..			7	6	2	..			7	6	2
	27		Cashier Contra	30	..			..			1045	0	0	..			1045	0	0
	28		17 Bragg & Co., paid charges on goods sent them	SL 5	..			..			15	4	7	..			15	4	7
	28		Wages.....	8	..			891	15	6		..		..			891	15	6
	31	B.S.	Summers, Benj., Drawings a/c	26	..			..			250	0	0	..			250	0	0
	31	W.B.	Blackburn, Wm., Drawings a/c	27	..			..			104	10	0	..			104	10	0
			Carried forward....		50	17	5	1754	8	10	9445	10	9	2034	14	10	9215	17	2

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2 February,

Date.		Led. Fo.	Allowances.			Discounts.			Cashier.			Bank.			Totals Posted. Sales Ledger.			Nominal: Bills: Purchases Ledgers.		
1884		Amount brought forward..	0	16	0	186	11	11	2028	9	0	11729	3	6	5609	16	5	8260	4	0
Feb.	7	Coldwell, Abraham	20	..		0	0	7	1	18	0		..		1	18	7			
	8	Brook, James, Loan a/c ..	31	..			..			..		1400	0	0		..		1400	0	0
	9	Bills Receivable .....No.	5	..			..			..		1005	10	0		..		1005	10	0
	10	Do. ..... „	4	..			..			..		982	0	0		..		982	0	0
	10	Bank Contra	30	..			..		870	0	0		..			..		870	0	0
	24	Do.	30	..			..		1000	0	0		..			..		1000	0	0
Mar.	7	Gaunt, James, & Son	4	0	10	0	87	3	6		..		1469	11	8	1507	5	2			
	10	Bills Receivable .....No.	6/9	..			..			..			30	2	7		..		30	2	7
	10	Bank Contra	30	..			..		850	0	0		..			..		850	0	0
		Carried forward....	1	6	0	173	16	0	4745	7	0	16566	7	9	7119	0	2	14367	16	7

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BOOK. Set II.—Continued.

1884. 2

Date.		Voucher No.		Led. Fo.	Discounts.			Cashier.			Bank.			Totals Posted. Purchases Ledger.			Nominal: Bills: Sales Ledgers.		
1884			Amount brought forward		50	17	5	1754	3	10	9445	10	9	2084	14	10	9215	17	2
Feb.	3		Travellers' Salaries and Expenses	19		..		99	10	4		..			..		99	10	4
	3		Warehouse and Office Salaries	18		..		44	7	8		..			..		44	7	8
	4	18	Robson, I., for new horse, Stables a/c	13		..			..		60	0	0		..		60	0	0
	4	PC 1	Petty Cash, Mill	16		..		12	10	0		..			..		12	10	0
	4	19	Hirst, Thomas	8	0	10	0	9	14	6		..		10	4	6			
	4	W.B.	Blackburn, Wm., Drawings a/c	27		..		3	2	0		..			..		3	2	0
	5	20	Midland Railway Co.	7		..			..		35	7	2		..		35	7	2
	5	21	Alexander, J., Commission ..	23		..		54	7	6		..			..		54	7	6
	7	22	L. & N. W. Railway Co.	7		..			..		37	9	8		..		37	9	8
	9	23	Cleaning Flues, Motive Power Account	10		..		2	0	0		..			..		2	0	0
	10		Cashier Contra	30		..			..		870	0	0		..		870	0	0
	10	24	Freeman, A. & Co.	23	0	5	4		..		10	2	0	10	7	4			
	11		Wages	8		..		851	18	2		..			..		851	18	2
	13		Bills Payable, Wooller, Flocks & Co. .....No.	3		..			..		952	8	1		..		952	8	1
	13		Bills Payable, Montague, Barker & Co. .....No.	4		..			..		1297	16	8		..		1297	16	8
	14	25	Bragg & Co., charges on their goods	SL 5		..			..		2	17	4		..		2	17	4
	14	26	Whitewashing, J. Ainley.....	16		..		10	17	10		..			..		10	17	10
	17	27	Dyson, Mills & Co.....	2	0	17	4		..		33	0	0	33	17	4			
	17	28	Rutherford, Martin & Co.	10	0	0	4		..		63	5	0	63	5	4			
	17	29	Merton, Walker & Co.	7	39	5	6		..		1580	12	8	1569	18	2			
	17	30	Do. Carriage	7		..		1	10	4		..		1	10	4			
	17	PC 2	Petty Cash, Warehouse	16		..		10	10	0		..			..		10	10	0
	24		Cashier Contra	30		..			..		1000	0	0		..		1000	0	0
	24	31	Jones, D., Desk Repairing....	16		..		1	5	7		..			..		1	5	7
	25		Wages	8		..		826	17	1		..			..		826	17	1
	28	B.S.	Summers, Benj., Drawings a/c	26		..			..		246	5	0		..		246	5	0
	28	W.B.	Blackburn, Wm., Drawings a/c	27		..			..		225	0	0		..		225	0	0
	28		Warehouse and Office Salaries	18		..		44	7	8		..			..		44	7	8
	28		Travellers' Salaries and Expenses	19		..		105	4	8		..			..		105	4	8
March	4	32	Midland Railway Co.....	7		..			..		29	18	6		..		29	18	6
	6	33	Fire Brigade Subscription....	16		..		2	2	0		..			..		2	2	0
	7	34	L. & N. W. Railway Co.	7		..			..		39	18	2		..		39	18	2
	9	35	Armitage & Norton, Audit, 1883.....	16		..			..		45	0	0		..		45	0	0
	9	36	Hirst, Thomas	8	0	15	4		..		14	15	0	15	10	4			
	10		Cashier Contra	30		..			..		850	0	0		..		850	0	0
	11		Wages	8		..		843	18	1		..			..		843	18	1
	13		Bills Payable, Chamberlain & Son .....No.	5		..			..		250	10	8		..		250	10	8
	13		Bills Payable, Broadbent & Watkinson .....No.	6		..			..		562	10	11		..		562	10	11
			Carried forward....		92	11	3	4678	6	10	17602	7	2	3789	8	2	18633	17	1

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3 March,

Date.			Led. Fo.	Allowances. £	s.	d.	Discounts. £	s.	d.	Cashier. £	s.	d.	Bank. £	s.	d.	Totals Posted. Sales Ledger. £	s.	d.	Nominal: Bills: Purchases Ledgers. £	s.	d.
1894		Amount brought forward..		1	6	0	173	16	0	4745	7	0	16506	7	9	7119	0	2	14367	16	7
Mar.	17	Bills Receivable, per National Discount Co—																			
		Colefax & Denham No.	10																		
		Barnett & Son.... „	11		..		20	18	7		..		2490	11	5		..		2511	10	6
	24	Bank Contra	30		..			..		1040	0	0		..			..		1040	0	0
	25	Hauson, John	20		..		6	0	9	2	7	0		..		2	7	9			
				1	6	0	194	15	4	5787	14	0	19056	19	2	7121	7	11	17919	6	7
		Balance due to Bank forward	4		..			..			..		3027	14	1						
										5787	14	0	22084	13	3						
Note.—(Compare with Test Journal)																					
		Post to Dr. Nominal Ledger, viz:—																			
Folio	9	Sales Account			..			..			..		1	6	0						
	21	Discounts on Sales Account			..			..			..		194	15	4						
	28	Cash Account.....			..			..		5787	14	0									
		Less Balance January 1st			..			..		187	10	6	5600	8	6						
	29	Bank Account.....			..			..			..		19056	19	2						
													24858	4	0	Total Postings to Dr.					
		Posted to Cr., viz:—																			
		Sales Ledger			..			..			..		7121	7	11						
		Nominal Ledger (including Bills Receivable) ..			..			..		17919	6	7									
		Less Cash Balance, Jan. 1st			..			..		187	10	6	17731	16	1						
													24858	4	0	Total Postings to Cr.					

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BOOK. Set II.—Continued.

1884. 3

Date.		Voucher No.		Led. Fo.	Discounts.			Cashier.			Bank.			Totals Posted. Purchases Ledger.			Totals Posted. Nominal: Bills: Sales Ledgers.		
1884			Amount brought forward		92	11	3	4678	6	10	17602	7	2	5789	8	2	18683	17	1
Mar.	13		Bills Payable, Brandram, Reeves & Co.....No.	7		..			..		316	5	7		..		316	5	7
	13	PC 3	Petty Cash (Mill)	16		..		12	5	0		..			..		12	5	0
	14	37	Bragg & Co., charges..SL	5		..			..		2	17	6		..		2	17	6
	15	38	Stationery (Preston & Co.)....	16		..		2	10	6		..			..		2	10	6
	17	39	Dyson, Mills & Co.....	2	0	6	9		..		13	0	0	13	6	9			
	17	40	Matthewman & Co.....	15	20	4	6		..		383	17	0	404	1	6			
	17	41	Rutherford, Martin & Co.	10	0	0	2		..		128	5	0	128	5	2			
	17	42	Merton, Walker & Co.	7	45	0	8		..		1745	11	0	1790	11	8			
	17		Private Ledger a/c, Inc. Tax..	31		..			..		200	0	0		..		200	0	0
	18	43	Brook, James, Loan Account..	31		..			..		300	0	0		..		300	0	0
	20	44	Shuttles, Mill Furnishings a/c	12		..		5	8	0		..			..		5	8	0
	24		Cashier Contra	30		..			..		1040	0	0		..		1040	0	0
	25		Wages	8		..		884	17	6		..			..		884	17	6
	27	PC 4	Petty Cash (Warehouse).....	16		..		13	0	0		..			..		13	0	0
	31	B.S.	Summers, Benj., Drawings a/c	26		..			..		220	0	0		..		220	0	0
	31	W.B.	Blackburn, Wm., Drawings a/c	27		..			..		132	10	0		..		132	10	0
	31		Warehouse & Office Salaries	18		..		44	7	8		..			..		44	7	8
	31		Travellers' Salaries and Expenses	19		..		97	9	8		..			..		97	9	8
					158	2	11	5738	0	2	22084	13	3	6075	12	10	21905	3	6
			Balance Cash in hand forward.....	4		..		49	13	10									
								5787	14	0	22084	13	3						
			NOTE.—(Compare with Test Journal)																
			Post to Cr. Nominal Ledger, viz:—																
	Folio 22		DISCOUNTS on Purchases a/c			..			..		158	2	11						
		28	CASH Account.....			..			..		5738	0	2						
		29	BANK Account.....			..		22084	13	3									
			Less Balance, Jan. 1st.....			..		2150	16	6	19933	16	9						
											25829	19	10	Total Postings to Cr.					
			Posted to Dr., viz:—																
			PURCHASES LEDGER.....			..			..		6075	12	10						
			SALES LEDGER			..		141	9	11	141	9	11						
			NOMINAL LEDGER (including Bills Payable).....			..		19612	17	1	19612	17	1						
			BANK BALANCE, Jan. 1st.....			..		2150	16	6									
								21905	3	6	25829	19	10	Total Postings to Dr.					

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4 April,

Date.			Led. Fo.	Allowances.			Discounts.			Cashier.			Bank.			Totals Posted. Sales Ledger.			Totals Posted. Nominal: Bills: Purchases Ledgers.		
1884		*Balance brought forward*	3		..			..		49	13	10		..			..		49	13	10
April	7	Bank Contra	30		..			..		850	0	0		..			..		850	0	0
	8	Gaunt, James, & Son	4		..		30	4	4		..		1177	19	0	1208	3	4			
	8	Mitchell, John..P.L.	14		..			..			..		11	17	6		..		11	17	6
	13	Brownrigg, Henry.....	3	1	17	10	31	6	6		..		1221	15	2	1254	19	6			
	14	Bills Receivable .....No.	12		..			..			..		236	18	0		..		236	18	0
	17	Butler, Thomas	20		..		0	0	1	3	2	0		..		3	2	1			
	21	Bank Contra	30		..			..		970	0	0		..			..		970	0	0
May	5	Gaunt, James, & Son	4		..		28	19	11		..		1129	3	0	1158	2	11			
	5	Bank Contra.....	30		..			..		950	0	0		..			..		950	0	0
	6	Burdon & Jones.....	11		..		85	8	10		..		3248	18	5	3334	7	3			
	6	Do. (through Alexander, J.)	11		..			..		88	6	1		..		88	6	1			
	7	Dobson, Saville & Co.	8	4	13	2	37	10	5		..		1459	13	0	1501	16	7			
	8	Wilson, Henry & Co.....	10		..		73	13	11		..		2862	10	0	2936	3	11			
		Carried forward		6	11	0	287	4	0	2906	1	11	11348	14	1	11480	1	8	3068	9	4

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BOOK. Set II.—Continued.

1884. 4

Date		Voucher No.		Led. Fo.	Discounts.			Cashier.			Bank.			Totals Posted. Purchases Ledger.			Totals Posted. Nominal: Bills: Sales Ledgers.		
1884			*Balance brought forward* ..	8		..			..		3027	14	1		..		3027	14	1
April	2	45	Laycock, D., & Co.	22	0	4	8	4	8	0		..		4	7	8			
	3	46	Burgess, R., 6 months' Rent of Warehouse, due March 31st.	17		..			..		128	5	0		..		128	5	0
	3	47	Addleshaw, Batley & Co.	18	2	1	10		..		81	11	4	83	13	2			
	4	48	Certifying Surgeon	16		..		4	16	0		..			..		4	16	0
	7		Cashier Contra	30		..			..		850	0	0		..		850	0	0
	7	49	Farrer & Co.....	11	6	12	0		..		257	11	0	264	3	0			
	8	50	Mill Buildings Repairs a/c (J. Bottomley)	14		..			..		87	8	10		..		87	8	10
	8		Wages	8		..		807	16	2		..			..		807	16	2
	9	51	L. & N. W. Railway	7		..			..		79	14	7		..		79	14	7
	11	B.S.	Summers, Benj., Drawings a/c	26		..		10	0	0		..			..		10	0	0
	13		Bills Payable, Wooller, Flocks & Co. .....No.	8		..			..		2622	9	1		..		2622	9	1
	14	52	Drake, William, & Sons	9	4	19	8		..		94	8	0	99	7	8			
	15	PC 5	Petty Cash (Mill)	16		..		18	0	0		..			..		18	0	0
	20	53	Poor Rate (Mill), to March 31st, 1885	11		..			..		221	6	4		..		221	6	4
	20	54	Poor Rate (Warehouse), do.	17		.			..		16	8	4		..		16	8	4
	21	55	Dyson, Mills & Co.....	2	1	8	8		..		54	19	5	56	7	8			
	21		Cashier Contra	30		..			..		970	0	0		..		970	0	0
	21	56	Whitehead & Sons.....	12	0	17	11		..		17	5	0	18	2	11			
	21	57	Rutherford, Martin & Co.	10	0	0	6		..		162	5	0	162	5	6			
	21	58	Merton, Walker & Co.	7	57	8	0		..		2238	4	6	2295	12	6			
	22		Wages	8		..		808	17	4		..			..		808	17	4
	27	PC 6	Petty Cash (Mill)	16		..		10	0	0		..			..		10	0	0
	30	B.S.	Summers, Benj., Drawings a/c	26		..			..		140	0	0		..		140	0	0
	30	W.B.	Blackburn, Wm., Drawings a/c	27		..			..		225	0	0		..		225	0	0
	30		Warehouse and Office Salaries	18		..		44	7	8		..			..		44	7	8
	30		Travellers' Salaries and Expenses	19		..		101	6	2		..			..		101	6	2
May	2	59	Exchange Subscription	16		..		1	1	0		..			..		1	1	0
	3	60	Hirst, Thomas.....	8	1	0	9		..		19	17	0	20	17	9			
	4	61	Brushes, Mill Furnishings a/c	12		..		3	4	2		..			..		3	4	2
	5		Cashier Contra	30		..			..		950	0	0		..		950	0	0
	6	62	L. & N. W. Railway Co.	7		..			..		41	7	2		..		41	7	2
	6	63	Alexander, John, Commission	23		..		83	6	1		..			..		83	6	1
	6		Wages	8		..		820	0	6		..			..		820	0	6
	9	64	Midland Railway Co.	7		..			..		45	8	4		..		45	8	4
	12	65	Brook, James, Loan Account	31		..			..		100	0	0		..		100	0	0
	13		Bills Payable, Montague, Barker & Co. .....No.	9		..			..		557	18	6		..		557	18	6
	13		Bills Payable, Broadbent & Watkinson .....No.	10		..			..		426	9	0		..		426	9	0
			Carried forward....		74	13	7	2716	18	1	12365	10	0	3004	17	10	13152	3	10

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5 May,

Date.			Led. Fo.	Allowances.			Discounts.			Cashier.			Bank.			Totals Posted. Sales Ledger.			Nominal: Bills: Purchases Ledgers.		
1884		Amount brought forward..		6	11	0	287	4	0	2906	1	11	11848	14	1	11480	1	8	3068	9	4
May	8	Starkey, Edgar	20		..		0	0	8	1	2	0		..		1	2	8			
	9	Brownrigg, Henry.....	8		..		82	19	7		..		1284	11	0	1317	10	7			
	9	Bills Receivable .....No.	13		..			..			..		1077	0	0		..		1077	0	0
	12	Walker, Sterry & Lark....	9		..		10	8	7		..		407	2	0	417	10	7			
	16	Bills Receivable .....No.	14		..			..			..		1125	0	0		..		1125	0	0
	19	Bank Contra	30		..			..		910	0	0		..			..		910	0	0
	21	Atkinson, Blake & Co.....	1	0	3	4	18	16	6		..		734	10	5	753	10	3			
June	2	Dyson & Rhodes.....	17		..		49	1	5		..		1231	19	0	1281	0	5			
	2	Bank Contra.....	30		..			..		800	0	0		..			..		800	0	0
	6	Bills Receivable .....No.	15		..			..			..		1116	0	0		..		1116	0	0
	8	Watkinson, Joshua	15		..		0	7	8		..		19	16	0	20	3	8			
	9	Wilson, Henry, & Co.....	10	1	16	9	113	8	6		..		4422	0	0	4537	5	3			
	16	Bank Contra	30		..			..		820	0	0		..			..		820	0	0
		Carried forward		8	11	1	512	6	11	5437	3	11	29766	12	6	19908	5	1	8916	9	4

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BOOK. Set II.—Continued.

1884. 5

Date		Voucher No.		Led. Fo.	Discounts.			Cashier.			Bank.			Totals Posted. Purchases Ledger.			Totals Posted. Nominal: Bills: Sales Ledgers.		
1884			Amount brought forward		74	13	7	2716	18	1	13865	10	0	3004	17	10	13153	8	10
May	14	W.B.	Blackburn, Wm., Drawings a/c	27		..			..		170	0	0		..		170	0	0
	17	PC 5	Petty Cash (Warehouse).....	16		..		21	0	0		..			..		21	0	0
	19	66	Dyson, Mills & Co.....	2	0	6	7		..		12	15	6	13	2	1			
	19	67	Brooke, Graves & Co.	16	5	8	6		..		48	12	0	54	0	6			
	19	68	Rutherford, Martin & Co.	10	0	0	1		..		124	10	0	124	10	1			
	19		Cashier Contra	30		..			..		910	0	0		..		910	0	0
	19	69	Merton, Walker & Co.	7	58	6	4		..		2262	5	0	2230	11	4			
	20		Wages	8		..		808	5	9		..			..		808	5	9
	24	W.B.	Blackburn, Wm., Drawings a/c	27		..		5	0	0		..			..		5	0	0
	27	PC 7	Petty Cash (Mill)	16		..		19	0	0		..			..		19	0	0
	31	B.S.	Summers, Benj., Drawings a/c	26		..			..		155	0	0		..		155	0	0
	31		Warehouse and Office Salaries	18		..		44	7	8		..			..		44	7	8
	31		Travellers' Salaries and Expenses	19		..		104	2	1		..			..		104	2	1
June	2		Cashier Contra	30		..			..		800	0	0		..		800	0	0
	3		Wages	8		..		806	18	3		..			..		806	18	3
	4	70	Welsh, R., & Son	23	0	5	2	5	5	0		..		5	10	2			
	5	71	Brown, J. (Healds), Mill Furnishings Account	12		..		10	15	0		..			..		10	15	0
	7	72	Midland Railway Co.	7		..			..		76	13	6		..		76	13	6
	7	73	Blacksmith, Stables Account.	13		..		3	18	6		..			..		3	18	6
	8		Joshua Watkinson, Exchange from Cheque....	SL 15		..		5	1	8		..			..		5	1	8
	11	B.S.	Summers, Benj., Drawings a/c	26		..			..		175	0	0		..		175	0	0
	13		Bills Payable, Brandram, Reeves & Co.....No.	11		..			..		170	9	0		..		170	9	0
	13		Bills Payable, Chamberlain & Son .....No.	12		..			..		321	0	0		..		321	0	0
	13		Bills Payable, Woollier, Flocks & Co. .....No.	13		..			..		842	0	0		..		842	0	0
	13		Bills Payable, Broadbent & Watkinson.....No.	14		..			..		546	4	0		..		546	4	0
	13	PC 8	Petty Cash (Mill)	16		..		23	0	0		..			..		23	0	0
	15	74	Bragg & Co.. charges..SL	5		..			..		5	3	4		..		5	3	4
	16	75	Dyson, Mills & Co.....	2	1	10	0		..		58	11	0	60	1	0			
	16	76	Brooke, Graves & Co.	16	9	0	8		..		81	5	0	90	5	8			
	16	77	Merton, Walker & Co.	7	20	18	7		..		815	4	0	836	2	7			
	16		Cashier Contra	30		..			..		830	0	0		..		830	0	0
	17		Wages	8		..		801	8	4		..			..		801	8	4
	19	78	Painting Warehouse, J. Brown	16		..		7	13	6		..			..		7	13	6
	28	W.B.	Blackburn, Wm., Drawings a/c	27		..			..		247	10	0		..		247	10	0
	30		Cashier Contra	30		..			..		1015	0	0		..		1015	0	0
	30	79	Littlewood, Wilson & Co.....	18		..			..		111	10	6	111	10	6			
	30		Bank Charges.....	20		..			..		150	18	7		..		150	18	7
			Carried forward....		170	9	6	5382	13	10	23285	1	5	6630	11	9	22217	13	0

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6 June,

Date.		Led. Fo.	Allowances.			Discounts.			Cashier.			Bank.			Totals Posted. Sales Ledger.			Nominal: Bills: Purchases Ledgers.		
1884		Amount brought forward..	8	11	1	512	6	11	5487	3	11	22766	12	6	19808	5	1	8916	9	4
June	30	Littlewood, Wilson & Co., 3 mths.' Interest on £922 : 7 : 8	PL 18	..		11	10	6		..			..			..		11	10	6
	30	Bank Contra	30	..		..			1015	0	0		..			..		1015	0	0
			8	11	1	523	17	5	6452	3	11	22766	12	6	19808	5	1	9942	19	10
		Balance due to Bank forward		..			..			..		518	8	11						
									6452	3	11	23285	1	5						
		Post to Dr. Nominal Ledger, viz:—																		
Folio	9	Sales Account		..			..			..		8	11	1						
	21	Discounts on Sales Account		..			..			..		512	6	11						
	22	Discounts on Purchases a/c		..			..			..		11	10	6						
	28	Cash Account		..			..		6452	3	11									
		Less Balance April 1st..		..			..		49	13	10	6402	10	1						
	29	Bank Account.....		..			..			..		22766	12	6						
												29701	11	1	Total Postings to Dr.					
		Posted to Cr, viz:—																		
		Sales Ledger		..			..			..		19808	5	1						
		Nominal Ledger (including Bills Receivable) ..		..			..		9869	18	0	9869	18	0						
		Purchases Ledger		..			..		23	8	0	23	8	0						
		Cash Balance		..			..		49	13	10									
									9942	19	10	29701	11	1	Total Postings to Cr.					
1884		*Balance brought forward*					..		917	13	2		..			..		917	13	2
July	2	Brownrigg, Henry.....	3	..		68	6	2		..		2603	17	0	2732	8	2			
	4	Cramer & Hart	16	..		12	15	11		..		497	16	0	510	11	11			
	4	Wilson, Henry, & Co.	10	..		71	18	2		..		2791	7	0	2863	0	2			
	4	Mitchell, Jothn. ..PL	14	..		..				..		15	6	1		..		15	6	1
	9	Dobson, Saville & Co.	8	..		53	1	10		..		2069	6	0	2122	7	10			
	9	Burdon & Jones	11	..		53	6	11		..		2016	6	0	2069	12	11			
	9	Do. (through Alexander, J.)	11	..			..		51	14	0		..		51	14	0			
	11	Gaunt, James & Son.....	4	1	17	5	20	9	8		..	798	0	0	820	6	8			
	11	Martin & France..PL	20	..		4	7	9		..		171	2	8		..		175	10	0
	12	Butler, Thomas	20	..		0	0	7	1	8	0		..		1	8	7			
	14	Bank Contra	30	..			..		840	0	0		..			..		840	0	0
		Carried forward		1	17	5	284	1	7	1810	15	2	11023	0	4	11171	5	3	1948	9	3

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BOOK. Set II.—Continued.

1884. 6

Date.		Voucher No.		Led. Fo.	Discounts.			Cashier.			Bank.			Totals Posted. Purchases Ledger.			Nominal: Bills: Sales Ledgers.		
1884			Amount brought forward		170	9	6	5932	13	10	22985	1	5	6630	11	9	22217	13	0
June	30		Warehouse & Office Salaries	18		..		44	7	8		..			..		44	7	8
	30		Travellers' Salaries and Expenses	19		..		107	9	3		..			..		107	9	3
					170	9	6	5534	10	9	22985	1	5	6630	11	9	22369	9	11
			Balance Cash in hand forward.....			.		917	13	2									
								6452	3	11	22985	1	5						
			Post to Cr. Nominal Ledger. viz:—																
		Folio 22	Discounts on Purchases a/c			..			..		170	9	6						
		28	Cash Account.....			..			..		5534	10	9						
		29	Bank Account.....			..		22985	1	5									
			Less Balance, April 1st			..		3027	14	1	20257	7	4						
											25962	7	7	Total Postings to Cr.					
			Posted to Dr.. viz:—																
			Purchases Ledger.....			..			..		6630	11	9						
			Sales Ledger.....			..		10	5	0	10	5	0						
			Nominal Ledger (including Bills Payable).....			..		19331	10	10	19331	10	10						
			Bank Balance.....			..		3027	14	1									
								22369	9	11	25962	7	7	Total Postings to Dr.					
1884			*Balance brought forward*..			..			..		518	8	11		..		518	8	11
July	1		Wages	8		..		850	1	9		..			..		850	1	9
	3	80	Brook, Jas., Interest on Loan to June 30th ...£272 : 5 : 8 Less Income Tax 5 : 13 : 8	31		..			..		266	12	0		..		266	12	0
	3	81	Mitchell, J., Half-year's Rent of Mill, due June 30th	11		..			..		1800	0	0		..		1800	0	0
	4	82	Midland Railway Co.	7		..			..		43	10	6		..		43	10	6
	4	PC 9	Petty Cash (Mill)	16		..		6	0	0		..			..		6	0	0
	5	83	Farrer & Co.....	11	10	8	9		..		407	1	8	417	10	0			
	6	84	L. & N. W. Railway Co.	7		..			..		44	10	7		..		44	10	7
	7	85	Mill Buildings Repairs a/c (H. Roberts).....	14		..			..		79	16	3		..		79	16	3
	8	86	Water Rate, Warehouse, six months, to Jan. 1st, 1885..	17		..			..		7	6	2		..		7	6	2
	9	87	Addleshaw, Batley & Co.....	13	0	12	7		..		24	1	0	24	13	7			
	9	88	Alexander, J., Commission....	23		..		51	14	0		..			..		51	14	0
	9	PC 6	Petty Cash (Warehouse)	16		..		10	0	0		..			..		10	0	0
	10	89	Broadbent & Watkinson	6	6	14	6		..		262	19	8	269	14	2			
	13		Bills Payable, Chamberlain & Son .....No.	15		..			..		271	0	0		..		271	0	0
	13		Bills Payable, Wooller, Flocks & Co. .....No.	16		..			..		836	0	0		..		836	0	0
	13		Bills Payable, Broadbent & Watkinson.....No.	17		..			..		304	2	0		..		304	2	0
	14	90	Drake, William, & Sons	9	5	11	7		..		106	1	6	111	13	1			
	14	91	Brandram, Reeves & Co.	1	0	12	7		..		34	18	0	35	10	7			
			Carried forward.....		24	0	0	917	15	9	4506	7	10	859	1	5	4589	2	2

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7 July,

Date.			Led. Fo.	Allowances.			Discounts.			Cashier.			Bank.			Totals Posted. Sales Ledger.			Nominal: Bills: Purchases Ledgers.		
1884		Amount brought forward..		1	17	5	284	1	7	1810	15	2	11028	0	4	11171	5	3	1948	9	3
July	17	Atkinson, Blake & Co.....	1		..		6	16	9		..		266	13	3	273	10	0			
	20	Walker, Sterry & Lark....	9		..		15	12	2		..		609	0	0	624	12	2			
	21	Rushforth, R., & Co. (£52 : 19 : 0 Contra a/c)..	14		..		1	6	1	52	19	0		..		54	5	1			
	28	Bank Contra.....	30		..			..		980	0	0		..			..		980	0	0
Aug.	2	Dyson & Rhodes.....	17	2	8	6	82	6	0		..		2110	0	0	2194	14	6			
	7	Wilson, Henry, & Co.....	10		..		33	15	4		..		1317	13	0	1351	8	4			
	11	Bank Contra	30		..			..		860	0	0		..			..		860	0	0
	25	Do.	30		..			..		990	0	0		..			..		990	0	0
		Carried forward		4	5	11	423	17	11	4693	14	2	15326	6	7	15669	15	4	4778	9	3

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BOOK. Set II.—Continued.

1884. 7

Date		Voucher No.		Led. Fo.	Discounts.			Cashier.			Bank.			Totals Posted. Purchases Ledger.			Totals Posted. Nominal: Bills: Sales Ledgers.		
1884			Amount brought forward		24	0	0	917	15	9	4506	7	10	859	1	5	4589	2	2
July	14		Cashier Contra	30		..			..		840	0	0		..		840	0	0
	15		Wages	8		..		880	17	10		..			..		880	17	10
	21	92	Dyson, Mills & Co.....	2	2	12	3		..		101	14	9	104	7	0			
	21	93	Rushforth, R., & Co. (Contra Account £52 : 19 : 0)	21	3	9	11	52	19	0	28	10	0	79	18	11			
	21	94	Whitehead & Sons.....	12	0	17	6		..		16	10	6	17	8	0			
	21	95	Rutherford Martin & Co.	10	0	0	1		..		284	4	0	284	4	1			
	21	96	Merton, Walker & Co.....	7	34	5	4		..		1336	9	2	1370	14	6			
	21	PC 9	Petty Cash (Mill)	16		..		17	0	0		..			..		17	0	0
	22	B.S.	Summers, Benj., Drawings a/c	26		..			..		240	0	0		..		240	0	0
	25	97	Gas Account (Mill) to June 30th	11		..			..		57	0	2		..		57	0	2
	25	98	Do. (Warehouse) do...	17		..			..		5	0	2		..		5	0	2
	26	99	Cleaning Flues, Motive Power Account.....	10		..		1	10	0		..			..		1	10	0
	28		Cashier Contra	30		..			..		960	0	0		..		960	0	0
	29		Wages	8		..		835	8	4		..			..		835	8	4
	30		Travellers' Salaries and Expenses	19		..		97	18	2		..			..		97	18	2
	31		Warehouse and Office Salaries	18		..		44	7	8		..			..		44	7	8
Aug.	3	W.B.	Blackburn, Wm., Drawings a/c	27		..			..		320	0	0		..		320	0	0
	5	100	Certifying Surgeon	16		..		4	18	0		..			..		4	18	0
	8	W.B.	Blackburn, Wm., Drawings a/c	27		..		7	0	0		..			..		7	0	0
	10	101	Midland Railway Co.	7		..			..		86	14	8		..		86	14	8
	10	PC 8	Petty Cash (Warehouse).....	16		..		10	0	0		..			..		10	0	0
	11		Cashier Contra	30		..			..		860	0	0		..		860	0	0
	11	102	Brook, James, Loan Account..	31		..			..		270	0	0		..		270	0	0
	11	103	Wheatley, Benjamin.....	23	0	7	8		..		14	17	0	15	4	8			
	11	104	Bragg & Co..charges..SL	5		..			..		4	8	3		..		4	8	3
	12		Wages	8		..		823	6	7		..			..		823	6	7
	13		Bills Payable, Brandram, Reeves & Co.....No.	18		..			..		100	17	0		..		100	17	0
	13		Bills Payable, Chamberlain & Son .....No.	19		..			..		113	0	0		..		113	0	0
	13		Bills Payable, Wooller, Flocks & Co. .....No.	20		..			..		1063	0	0		..		1063	0	0
	13		Bills Payable, Broadbent & Watkinson.....No.	21		..			..		824	2	0		..		824	2	0
	13		Bills Payable, Montague, Barker & Co. .....No.	22		..			..		401	0	0		..		401	0	0
	13		Bills Payable, Haxworth, Allatt & Co. .....No.	23		..			..		200	11	0		..		200	11	0
	16		Bentley & Robinson..SL	13	0	5	6		..		287	5	0		..		287	10	6
	18	105	Merton, Walker & Co.	7	79	9	8		..		3070	5	3	3149	14	11			
	18	106	Hutchinson, Whiteley & Co. ..	19		..			..		30	0	0	30	0	0			
	18	107	Brooke, Graves & Co.	16	17	18	0		..		161	1	0	178	19	0			
	21	108	Jones, D., Sundry Repairs	16		..		1	15	5		..			..		1	15	5
	23	109	Cards Nailing, Cards a/c.....	15		..		3	4	2		..			..		3	4	2
			Carried forward....		163	5	11	3647	15	11	15647	17	9	6089	12	6	13369	7	1

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8 September,

Date.			Led. Fo.	Allowances.			Discounts.			Cashier.			Bank.			Totals Posted. Sales Ledger.			Totals Posted. Nominal: Bills: Purchases Ledgers.		
1884		Amount brought forward..		4	5	11	428	17	11	4696	14	2	15826	6	7	15669	15	4	4778	9	3
Sept.	8	Bank Contra	30		..			..		845	0	0		..			..		845	0	0
	8	Broadbent, Joseph.....	20		..		0	0	4	1	19	0		..		1	19	4			
	11	Brownrigg, Henry.....	8	5	4	8	59	2	6		..		2802	12	0	2866	18	9			
	15	Rushforth, R., & Co.(contra account £76 : 10 : 0) ..	14		..		1	19	9	76	10	0		..		78	9	9			
	16	Bills Receivable .....No.	16		..			..			..		2496	0	0		..		2496	0	0
	20	Do. .....No.	17		..			..			..		822	10	0		..		822	10	0
	22	Bank Contra	30		..			..		985	0	0		..			..		985	0	0
	30	Littlewood, Wilson & Co., 3 mths.' Interest on £822 : 7 : 8	PL 18		..		10	5	6		..			..			..		10	5	6
		Balance due to Bank forward	9	9	10	2	495	6	0	6602	3	2	20948	8	7	18117	3	2	9988	4	9
					..			..			.		2196	6	7						
										6602	3	2	23144	15	2						
		Post to Dr. Nominal Ledger, viz:—																			
Folio	9	Sales Account			..			..			..		9	10	2						
	21	Discounts on Sales Account			..			..			..		480	12	9						
	23	Discounts on Purchases a/c			..			..			..		14	18	8						
	28	Cash Account			..			..		6602	3	2									
		Less Balance July 1st ..			..			..		917	18	2	5684	10	0						
	29	Bank Account.....			..			..			..		20948	8	7						
													27137	14	9	Total Postings to Dr.					
		Posted to Cr., viz:—																			
		Sales Ledger			..			..			..		18117	3	2						
		Nominal Ledger (including Bills Receivable) ..			..			..		8819	10	0	8819	10	0						
		Purchases Ledger			..			..		201	1	7	201	1	7						
		Cash Balance			..			..		917	18	2									
										9988	4	9	27137	14	9	Total Postings to Cr.					

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BOOK. Set II.—Continued.

1884. 8

Date.		Voucher No.		Led. Fo.	Discounts.			Cashier.			Bank.			Totals Posted. Purchases Ledger.			Totals Posted. Nominal: Bills: Sales Ledgers.		
1884			Amount brought forward		168	5	11	3647	15	11	15647	17	9	6069	12	6	13869	7	1
Aug.	24	B.S.	Summers, Benj., Drawings a/c	26		..			..		120	0	0		..		120	0	0
	25		Cashier Contra	30		..			..		990	0	0		..		990	0	0
	26		Wages	8		..		851	6	8		..			..		851	6	8
	31		Warehouse & Office Salaries	18		..		44	7	8		..			..		44	7	8
	31		Travellers' Salaries and Expenses	19		..		99	10	1		..			..		99	10	1
Sept.	1	PC 9	Petty Cash (Warehouse).....	16		..		16	0	0		..			..		16	0	0
	3	110	Foster & Son	23	0	4	8	8	0	0		..		8	4	8			
	5	111	L. & N. W. Railway Co.	7		..			..		67	17	10		..		67	17	10
	5	112	Hirst, Thomas	8	0	17	4		..		16	13	0	17	10	4			
	8		Cashier Contra	30		..			..		845	0	0		..		845	0	0
	9		Wages.....	8		..		838	7	6		..			..		838	7	6
	13		Bills Payable, Brandram, Reeves & Co. .....No.	24		..			..		119	10	0		..		119	10	0
	13		Bills Payable, Wooller, Flocks & Co. ..... No.	25		..			..		368	0	0		..		368	0	0
	13		Bills Payable, Broadbent & Watkinson.....No.	26		..			..		526	17	8		..		526	17	8
	15	113	Rushforth, R. & Co. (contra account £76 : 10 : 0)	21	6	10	1	76	10	0	47	1	0	130	1	1			
	15	114	Brooke, Graves & Co.	16	4	14	9		..		42	14	0	47	8	9			
	15	115	Rutherford, Martin & Co.	10	0	0	11		..		152	1	0	152	1	11			
	15	116	Merton, Walker & Co.	7	55	18	1		..		2180	7	5	2236	5	6			
	15	B.S.	Summers, Benj., Drawings a/c	26		..			..		224	10	0		..		224	10	0
	18	117	Dyson, Mills & Co.....	2	1	15	7		..		69	0	0	70	15	7			
	20	118	Brook, James, Loan Account..	31		..			..		400	0	0		..		400	0	0
	22		Cashier Contra	30		..			..		985	0	0		..		985	0	0
	23		Wages.....	8		..		824	5	8		..			..		824	5	8
	26	119	Infirmary Subscription	16		..		10	10	0		..			..		10	10	0
	27	W.B.	Blackburn, Wm., Drawings a/c	27		..			..		282	0	0		..		282	0	0
	27	PC 10	Petty Cash (Warehouse)	16		..		5	10	0		..			..		5	10	0
	30	120	Littlewood, Wilson & Co.	18		..			..		110	5	6	110	5	6			
	30		Warehouse and Office Salaries	18		..		44	7	8		..			..		44	7	8
	30		Travellers' Salaries and Expenses	19		..		98	4	3		..			..		98	4	3
					239	7	4	6549	15	5	23144	15	2	8863	5	10	21065	12	1
			Balance Cash in hand forward.....	9		..		52	7	9									
								6602	3	2	23144	15	2						
			Post to Cr. Nominal Ledger. viz:—																
	Folio 22		Discounts on Purchases a/c			..			..		238	1	10						
		21	Discounts on Sales Account..			..			..		0	5	6						
		28	Cash Account.....			..			..		6549	15	5						
		29	Bank Account.....			..		23144	15	2									
			Less Balance, July 1st			..		518	3	11	22626	6	3						
											29409	9	0	Total Postings to Cr.					
			Posted to Dr.. viz:—																
			Purchases Ledger.....			..			..		8863	5	10						
			Sales Ledger			..		241	18	9	241	18	9						
			Nominal Ledger (including Bills Payable).....			..		20805	4	5	20805	4	5						
			Bank Balance.....			..		518	3	11									
								21065	12	1	29409	9	0	Total Postings to Dr.					

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9 October,

Date.			Led. Fo.	Allowances.			Discounts.			Cashier.			Bank.			Totals Posted. Sales Ledger.			Totals Posted. Nominal: Bills: Purchases Ledgers.		
1884		*Balance brought forward*	8		..			..		52	7	9		..			..		52	7	9
Oct.	2	Dyson & Rhodes.....	17		..		53	16	8		..		1327	17	0	1381	13	8			
	6	Dobson, Saville & Co.	8	8	2	7	66	5	2		..		2584	19	0	2654	6	9			
	6	Bank Contra.....	30		..			..		870	0	0		..			..		870	0	0
	6	Mitchell Jothn. ..PL	14		..			..			..		35	0	0		..		35	0	0
	9	Coldwell, Abraham	20		..		0	0	6	2	1	0		..		2	1	6			
	12	Martin & France..PL	20		..		2	0	0		..		77	18	6		..		79	18	6
	20	Bank Contra	30		..			..		1000	0	0		..			..		1000	0	0
Nov.	3	Bills Receivable .....No.	18		..			..			..		174	0	0		..		174	0	0
	3	Bank Contra.....	30		..			..		910	0	0		..			..		910	0	0
	5	Gaunt, James, & Son.....	4		..		47	14	9		..		1860	6	0	1908	0	9			
	5	Wilson, Henry, & Co.....	10	3	1	5	35	1	4		..		1367	8	0	1405	10	9			
	7	Bills Receivable .....No.	19		..			..			..		157	0	0		..		157	0	0
	9	Cramer & Hart	16		..		57	16	11		..		2255	11	0	2313	7	11			
	12	Burdon & Jones	11		..		131	14	10		..		5009	8	11	5141	3	9			
	12	Do. (through Alexander, J.)	11		..			..		128	8	11		..		128	8	11			
		Carried forward		6	4	0	394	9	9	2962	17	8	14849	8	5	14934	13	7	3978	6	3

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BOOK. Set II.—Continued.

1884. 9

Date		Voucher No.		Led. Fo.	Discounts.			Cashier.			Bank.			Totals Posted. Purchases Ledger.			Totals Posted. Nominal: Bills: Sales Ledgers.		
1884			*Balance brought forward*	8		..			..		2196	6	7		..		2196	6	7
Oct.	1	B.S.	Summers, Benj., Drawings a/c	26		..		8	0	0		..			..		8	0	0
	4	121	Midland Railway Co.	7		..			..		39	18	6		..		39	18	6
	4	122	Haigh, Benjamin	23	0	0	6	9	10	0		..		9	10	6			
	6		Cashier Contra	30		..			..		870	0	0		..		870	0	0
	6	123	Addleshaw, Batley & Co.	13	3	7	3		..		150	12	0	158	19	3			
	7	124	L. & N. W. Railway Co.	7		..			..		40	1	6		..		40	1	6
	7		Wages	8		..		880	6	7		..			..		880	6	7
	9	125	Farrer & Co.	11	8	3	1		..		318	5	0	326	8	1			
	9	126	Mill Buildings Repairs a/c, J. Bottomley	14		..			..		54	1	6		..		54	1	6
	12	127	Wire Baskets, Mill Furnishings Account	12		..		2	10	6		..			..		2	10	6
	13		Bills Payable, Brandram, Reeves & Co. No.	27		..			..		270	1	8		..		270	1	8
	13		Bills Payable, Chamberlain & Son No.	28		..			..		284	0	0		..		284	0	0
	13	128	Blackburn, John, Loan a/c	31		..			..		750	0	0		..		750	0	0
	14	129	Burgess, R., Half-year's Rent of Warehouse, due Sept. 30th	17		..			..		128	5	0		..		128	5	0
	19	PC 10	Petty Cash (Mill)	16		..		21	0	0		..			..		21	0	0
	20	130	Brandram, Reeves & Co.	1	0	7	6		..		14	14	0	15	1	6			
	20	131	Drake, William, & Sons	9	1	3	8		..		23	3	0	23	6	8			
	20	132	Rutherford, Martin & Co.	10		..			..		119	19	0	119	19	0			
	20	133	Merton, Walker & Co.	7	31	0	10		..		1190	14	8	1221	15	6			
	20		Cashier Contra	30		..			..		1000	0	0		..		1000	0	0
	21		Wages	8		..		684	8	8		..			..		684	8	8
	24	B.S.	Summers, Benj., Drawings a/c	26		..			..		280	0	0		..		280	0	0
	24	134	Cleaning Flues, Motive Power Account	10		..		2	0	0		..			..		2	0	0
	26	PC 11	Petty Cash (Warehouse)	16		..		5	0	0		..			..		5	0	0
	27	135	Tinker & Brown, Auctioneers, 5 Looms, £20 each	25		..			..		100	0	0		..		100	0	0
	30	136	Removing and Fitting New Looms	25		..		10	5	6		..			..		10	5	6
	31		Warehouse and Office Salaries	18		..		44	7	8		..			..		44	7	8
	31		Travellers' Salaries and Expenses	19		..		103	2	9		..			..		103	2	9
Nov.	1	137	Bartholomew & Son	22		..			..		668	6	0	668	6	0			
	2	138	Trade Association Subscription	16		..		8	5	0		..			..		8	5	0
	3		Cashier Contra	30		..			..		910	0	0		..		910	0	0
	3	PC 12	Petty Cash (Warehouse)	16		..		14	0	0		..			..		14	0	0
	4		Wages	8		..		685	17	9		..			..		685	17	9
	5	139	L. & N. W. Railway Co.	7		..			..		78	5	8		..		78	5	8
	10	140	Wooller, Flocks & Co.	5	50	0	0		..		1950	0	0	2000	0	0			
	12	141	Alexander, John, Commission	23		..		128	8	11		..			..		128	8	11
			Carried forward		94	2	10	2902	2	11	11380	14	1	4533	6	6	9843	13	4

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10 November,

Date.			Led. Fo.	Allowances.			Discounts.			Cashier.			Bank.			Totals Posted. Sales Ledger.			Nominal: Bills: Purchases Ledgers.		
1884		Amount brought forward..		6	4	0	394	9	9	2962	17	8	14849	8	5	14984	13	7	3378	6	3
Nov.	14	Rushforth, R., & Co.	14		..		1	10	7		..		59	17	6	61	8	1			
	17	Bank Contra	30		..			..		1050	0	0		..			..		1050	0	0
	18	Bills Receivable .....No.	20		..			..			..		4179	0	0		..		4179	0	0
	21	Atkinson, Blake & Co.....	1		..		6	3	8		..		241	5	8	247	8	11			
Dec.	1	Bank Contra	30		..			..		890	0	0		..			..		890	0	0
	4	Bills Receivable .....No.	21		..			..			..		63	10	0		..		63	10	0
	4	Whittaker, Bottomley & Co.	19		..		22	0	7		..		858	8	0	880	8	7			
	5	Bentley & Robinson, 1st Dividend of 10/- in the £	NL 24		..			..			..		118	15	3		..		118	15	3
	5	Cramer & Hart	16	3	2	1	23	11	5		..		915	10	0	942	3	6			
	6	Burdon & Jones	11		..		21	0	9		..		799	11	0	820	11	9			
	6	Do. (through Alexander, J.)	11		..			..		20	10	6		..		20	10	6			
	9	Wilson, Henry, & Co.	10		..		14	2	3		..		547	0	0	561	2	3			
	9	Bills Receivable .....No.	22		..			..			..		347	8	6		..		347	8	6
	12	Brownrigg, Henry.....	3		..		43	6	7		..		1678	0	0	1721	6	7			
		Carried forward		9	6	1	526	5	7	4923	8	2	24657	13	11	20189	13	9	9927	0	0

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BOOK. Set II.—Continued.

1884. 10

Date.		Voucher No.		Led. Fo.	Discounts.			Cashier.			Bank.			Totals Posted. Purchases Ledger.			Nominal: Bills: Sales Ledgers.		
1884			Amount brought forward		94	2	10	2902	2	11	11380	14	1	4588	6	6	9843	18	4
Nov.	12	142	Cards Nailing, Cards a/c.....	15		..		5	6	0		..			..		5	6	0
	13		Bills Payable, Wooller, Flocks & Co. .....No.	29		..			..		1231	0	0		..		1231	0	0
	13		Bills Payable, Montague, Barker & Co. .....No.	30		..			..		859	0	0		..		859	0	0
	13		Bills Payable, Haxworth, Allatt & Co. .....No.	31		..			..		700	4	0		..		700	4	0
	16	B.S.	Summers, Benj., Drawings a/c	26		..			..		235	0	0	.	..		235	0	0
	17	143	Brandram, Reeves & Co.....	1	2	2	1		..		82	6	0	84	8	1			
	17	144	Dyson, Mills & Co.....	2	3	3	10		..		124	7	0	127	10	10			
	17	145	Brooke, Graves & Co.	16	31	15	6		..		285	18	9	317	14	3			
	17	146	Rutherford, Martin & Co.	10	0	0	6		..		123	0	0	123	0	6			
	17	147	Merton, Walker & Co.	7	36	13	9		..		1430	13	3	1467	7	0			
	17		Cashier Contra	30		..			..		1050	0	0		..		1050	0	0
	18	148	Brook, James, Loan Account ..	31		..			..		170	0	0		..		170	0	0
	18		Wages	8		..	.	896	1	5		..			..		896	1	5
	22	W.B.	Blackburn, Wm., Drawings a/c	27		..	.		..		100	0	0		..		100	0	0
	25	149	Borough Rate (Mill) to Oct. 1st, 1885	11		..			..		501	16	2		..		501	16	2
	25	149	Borough Rate (Warehouse) to Oct. 1st, 1885	17		..			..		49	4	6		..		49	4	6
	26	PC 12	Petty Cash (Mill)	16		..		20	0	0		..			..		20	0	0
	30		Warehouse & Office Salaries	18		..		44	7	8		..			..		44	7	8
	30		Travellers' Salaries and Expenses	19		..		101	7	9		..			..		101	7	9
Dec.	1		Cashier Contra	30		..			..		890	0	0		..		890	0	0
	2	150	Blacksmith, Stables Account..	13		..		4	2	6		..			..		4	2	6
	2		Wages.....	8		..		850	4	8		..			..		850	4	8
	4	151	Midland Railway Co.....	7		..			..		87	18	4		..		87	18	4
	6	152	Alexander, J., Commission ..	23		..		20	10	6		..			..		20	10	6
	6	153	Piercy & Ramsden	23	0	1	7	3	0	6		..		3	2	1			
	7	154	Mill Buildings Repairs a/c J. Sykes.....	14		..			..		3	10	0		..		3	10	0
	8	155	Preston, John, & Co.	23	0	0	4	1	7	0		..		1	7	4			
	9	156	L. & N. W. Railway Co.	7		..			..		40	1	7		..		40	1	7
	12		Stocks & Bolt to retire Bill..... .....SL	18		..			..		347	8	6		..		347	8	6
			Two months' interest on £347 : 8 : 6 renewal .....SL	18	2	17	10		..			..			..		2	17	10
	13		Bills Payable, Brandram, Reeves & Co. .....No.	33		..			..		182	10	0		..		182	10	0
	13		Bills Payable, Chamberlain & Son .....No.	34		..			..		380	0	0		..		380	0	0
	13		Bills Payable, Wooller, Flocks & Co. .....No.	35		..			..		1010	0	0		..		1010	0	0
	13		Bills Payable, Broadbent & Watkinson.....No.	36		..			..		411	4	0		..		411	4	0
	15	157	Hutchinson, Whiteley & Co...	19		..			..		20	0	0	20	0	0			
	15	158	Dyson, Mills & Co.....	2	1	13	8		..		45	14	8	47	8	4			
	15	159	Brooke, Graves & Co.	16	4	10	6		..		40	15	6	45	6	0			
	15	160	Rutherford, Martin & Co.	10	0	0	11		..		116	11	0	116	11	11			
			Carried forward....		177	3	4	4848	10	6	21848	17	4	6897	2	10	19487	8	4

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11 December,

Date.			Led. Fo.	Allowances. £	s.	d.	Discounts. £	s.	d.	Cashier. £	s.	d.	Bank. £	s.	d.	Totals Posted. Sales Ledger. £	s.	d.	Nominal: Bills: Purchases Ledgers. £	s.	d.
1884		Amount brought forward..		9	6	1	526	5	7	4928	8	2	24657	13	11	20189	13	9	9927	0	0
Dec.	12	Gaunt, James, & Son	4		..		54	6	8		..		2118	10	0	2172	16	8			
	15	Bank Contra	30		..			..		845	0	0		..			..		845	0	0
	21	Atkinson, Blake & Co.....	1		..		4	2	9		..		161	0	0	165	2	9			
	29	Bank Contra	30		..			..		950	0	0		..			..		950	0	0
	31	Littlewood, Wilson & Co., 3 mths.' Interest on £722 : 7 : 8	PL 18		..		9	0	6		..			..			..		9	0	6
	31	*Cash received during quarter on account of Sundry Sales....	PL 28		..			..		50	10	6		..			..		50	10	6
				9	6	1	593	15	1	6768	18	8	26987	3	11	22527	12	9	11781	11	0
										6768	18	8	26987	3	11						
		Post to Dr. Nominal Ledger, viz:—																			
Folio	9	Sales Account			..			..			..		9	6	1						
	21	Discounts on Sales Account			..			..			..		582	14	7						
	22	Discounts on Purchases a/c			..			..			..		11	0	6						
	28	Cash Account			..			..		6768	18	8									
		Less Balance Oct. 1st ..			..			..		52	7	9	6716	10	11						
	29	Bank Account.....			..			..			..		26987	3	11						
													34256	16	0	Total Postings to Dr.					
		Posted to Cr., viz:—																			
		Sales Ledger			..			..			..		22527	12	9						
		Nominal Ledger (including Bills Receivable) ..			..			..		11554	13	9	11554	13	9						
		Purchases Ledger			..			..		174	9	6	174	9	6						
		Cash Balance			..			..		52	7	9									
										11781	11	0	34256	16	0	Total Postings to Cr.					

* This item may be entered either monthly, quarterly, or at other intervals.

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BOOK. Set II.—Continued.

1884. 11

Date.		Voucher No.		Led. Fo.	Discounts.			Cashier.			Bank.			Totals Posted. Purchases Ledger.			Totals Posted. Nominal: Bills: Sales Ledgers.		
1884			Amount brought forward		177	3	4	4848	10	6	21848	17	4	6887	2	10	19497	8	4
Dec.	15	161	Merton, Walker & Co.	7	79	11	8		..		8104	8	5	8183	15	1			
	15		Cashier Contra	30		..			..		845	0	0		..		845	0	0
	15	162	Brandram, Reeves & Co.....	1	0	1	7	3	2	10		..		3	4	5			
	16		Wages	8		..		827	0	5		..			..		827	0	5
	17	B.S.	Summers, Benj., Drawings a/c	26		..			..		105	0	0		..		105	0	0
	21	163	String, Packing Materials a/c	5		..		1	17	0		..			..		1	17	0
	21	PC 13	Petty Cash (Warehouse)	16		..		17	0	0		..			..		17	0	0
	24	W.B.	Blackburn, Wm., Drawings a/c	27		..			..		287	10	0		..		287	10	0
	27	164	Bragg & Co., charges..SL	5		..			..		8	4	7		..		8	4	7
	29		Cashier Contra	30		..			..		950	0	0		..		950	0	0
	30		Wages.....	8		..		806	8	4		..			..		806	8	4
	31	165	Littlewood, Wilson & Co.	18		..			..		109	0	6	109	0	6			
	31		Bank Charges	20		..			..		106	18	4		..		106	18	4
	31		Warehouse and Office Salaries	18		..		44	7	8		..			..		44	7	8
	31		Travellers' Salaries and Expenses	19		..		108	4	1		..			..		108	4	1
					256	16	7	6651	10	10	26814	14	2	10188	2	10	23539	18	9
			Balance Cash in hand ..			..		117	7	10									
			Balance in Bank ..			..			..		122	9	9						
								6768	18	8	26937	3	11						
			Post to Cr. Nominal Ledger. viz:—																
		Folio 22	Discounts on Purchases a/c			..			..		253	18	9						
		21	Discounts on Sales Account..			..			..		2	17	10						
		28	Cash Account.....			..			..		6651	10	10						
		29	Bank Account.....			..		26814	14	2									
			Less Balance, Oct. 1st.....			..		2196	6	7	24618	7	7						
											31526	15	0	Total Postings to Cr.					
			Posted to Dr. viz:—																
			Purchases Ledger.....			..			..		10188	2	10						
			Sales Ledger			..		358	10	11	358	10	11						
			Nominal Ledger (including Bills Payable)			..		20985	1	3	20985	1	3						
			Bank Balance.....			..		2196	6	7									
								23539	18	9	31526	15	0	Total Postings to Dr.					

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THE PURCHASES or MILL LEDGER,

pages 130 to 136.

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1 Dr. Brandram, Reeves & Co., Huddersfield. Cr.

1884							1884						
Feb.	10	To Bills Payable ..... 64. ✓	11	170	9	6	Jan.	1	By Balance.....		170	9	6
April	10	„ Bills Payable	18	100	17	0	Feb.	27	„ Mill Furnishings.....	41	100	17	0
April	17	„ Returns	64	27	18	4	Mar.	9	„ Mill Furnishings.....	49	15	3	1
May	10	„ Bills Payable.....	24	119	10	0		31	„ „ ..... ✓	64	132	5	3
		147 : 8 : 4							147 : 8 : 4				
June	10	„ Bills Payable..... ✓	27	270	1	8	April	24	„ Mill Furnishings.....	78	26	1	4
								26	„ „	79	244	0	4
									270 : 1 : 8				
July	14	„ Cash ..... 12 : 7	6	85	10	7	May	29	„ Mill Furnishings.....	97	24	6	3
								31	„ „	99	11	4	4
									85 : 10 : 7				
Aug.	10	„ Bills Payable.....	38	182	10	0	June	25	„ Mill Furnishings..... ✓	121	182	10	0
Sept.	10	„ Bills Payable..... ✓	37	79	18	2	July	20	„ Mill Furnishings.....	144	9	8	7
								26	„ „	148	70	9	7
									79 : 18 : 2				
Oct.	20	„ Cash..... 7 : 6	9	15	1	6	Aug.	27	„ Mill Furnishings.....	167	15	1	6
Nov.	17	„ Cash..... 2 : 2 : 1	10	84	8	1	Sept.	17	„ Mill Furnishings..... ✓	179	84	8	1
Dec.	15	„ Cash ..... 1 : 7	11	3	4	5	Oct.	25	„ Mill Furnishings.....	202	3	4	5
Nov.	20	„ Returns ..... ✓	219	7	4	1	Nov.	19	„ Mill Furnishings.....	219	22	1	6
							Dec.	18	„ „	231	17	4	5
								28	„ „	235	47	5	6
								26	„ „ ..... ✓	238	45	9	7

2 Dr. Dyson, Mills & Co., Huddersfield. Cr.

1884							1884						
Jan.	20	To Cash..... 18 : 11	1	37	18	5	Jan.	1	By Balance.....		37	18	5
Feb.	17	„ Cash..... 17 : 4	2	33	17	4	Jan.	4	„ Mill Furnishings.....	2	3	15	3
								9	„ „	5	30	2	1
									33 : 17 : 4				
Feb.	25	„ Mill Sales	1	2	15	8	Feb.	5	„ Mill Furnishings	31	7	12	0
Mar.	17	„ Cash..... 6 : 9	3	13	6	9		10	„ „	32	8	10	5
		16 : 2 : 5							16 : 2 : 5				
April	21	„ Cash..... 1 : 8 : 3	4	56	7	8	Mar.	1	„ Mill Furnishings.....	46	22	4	3
								5	„ „	47	34	3	5
									56 : 7 : 8				
May	19	„ Cash..... 6 : 7	5	13	2	1	April	22	„ Mill Furnishings.....	77	13	2	1
June	16	„ Cash ..... 1 : 10 : 0	5	60	1	0	May	25	„ Mill Furnishings.....	94	14	1	6
								28	„ „	96	23	2	1
								31	„ „	98	22	17	5
									60 : 1 : 0				
July	2	„ Mill Sales	1	10	14	0	June	17	„ Mill Furnishings.....	113	8	15	9
	21	„ Cash ..... 2 : 12 : 3	7	104	7	0		21	„ „	117	79	8	3
								23	„ „	119	6	7	0
								24	„ „	120	20	10	0
		115 : 1 : 0							115 : 1 : 0				
Sept.	18	„ Cash ..... 1 : 15 : 7	8	70	15	7	Aug.	7	„ Mill Furnishings.....	154	5	17	4
								10	„ „	157	64	18	3
									70 : 15 : 7				
Nov.	17	„ Cash ..... 8 : 3 : 10	10	127	15	10	Oct.	22	„ Mill Furnishings.....	200	31	15	4
								26	„ „	203	95	15	6
									127 : 10 : 10				
Dec.	15	„ Cash ..... 1 : 13 : 8	10	47	8	4	Nov.	25	„ Mill Furnishings.....	220	13	1	6
								25	„ „	221	34	6	10
									47 : 8 : 4				
							Dec.	23	„ Mill Furnishings.....	224	1	6	0

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Dr. Chamberlain & Son, Manchester. Cr. 3

1884							1884						
Feb.	10	To Bills Payable .... 2 : 4	12	321	2	4	Jan.	1	By Balance		321	2	4
Mar.	10	„ Bills Payable .... 11 : 5	15	271	11	5		8	„ Dyewares	4	70	1	2
								17	„ „ 271 : 11 : 5	12	201	10	3
April	10	„ Bills Payable .... 7 : 9	19	113	7	9	Feb.	12	„ Dyewares	35	61	2	0
								26	„ „ 113 : 7 : 9	36	52	5	9
June	10	„ Bills Payable .... 6 : 1	28	284	6	1	Mar.	30	„ Dyewares	62	141	3	4
							April	7	„ „ 284 : 6 : 1	68	143	2	9
Aug.	10	„ Bills Payable .... 11 : 7	34	380	11	7	June	9	„ Dyewares	107	230	17	6
								11	„ „	109	50	5	3
								26	„ „ 380 : 11 : 7	122	99	8	10
Sept.	10	„ Bills Payable .... 5 : 8	38	113	5	8	July	10	„ Dyewares	137	61	4	8
								18	„ „ 113 : 5 : 8	140	52	1	0
Oct.	10	„ Bills Payable .... 1 : 6	41	441	1	6	Aug.	12	„ Dyewares	158	120	1	0
								19	„ „ 441 : 1 : 6	163	321	0	6
Oct.	16	„ Returns.....	189	154	6	3	Oct.	2	„ Dyewares	188	174	3	5
Dec.	10	„ Bills Payable .... 3 : 5	46	174	3	5		4	„ „ 328 : 9 : 8	189	154	6	3
		328 : 9 : 8											
Dec.	12	„ Returns.....	214	54	16	0	Nov.	4	„ Dyewares	208	325	4	1
								14	„ „	214	245	7	4

Dr. Montague, Barker & Co., Leeds. Cr. 4

1884							1884						
Jan.	10	To Bills Payable ..... 8d.	9	557	18	3	Jan.	1	By Balance		557	18	3
Jan.	19	„ Returns	3	14	3	4	Jan.	5	„ Material	3	80	1	4
April	10	„ Bills Payable..... 10d.	22	401	0	10		16	„ „	11	20	7	3
							Feb.	9	„ „	33	65	2	6
								22	„ „	34	62	9	9
							Mar.	19	„ „	54	22	5	7
								29	„ „	61	79	8	10
								31	„ „ 415 : 9 : 2	66	85	13	11
July	10	„ Bills Payable ..... 8d.	30	359	0	3	April	10	„ Material	70	32	18	10
								15	„ „	74	32	9	9
							May	17	„ „	89	31	5	2
								20	„ „	91	90	1	2
								26	„ „	95	25	19	2
							June	4	„ „	103	26	4	6
								7	„ „	106	44	8	4
								20	„ „ 359 : 0 : 3	116	75	18	4
Oct.	10	„ Bills Payable.....	43	339	0	0	July	5	„ Material	133	25	7	3
								7	„ „	135	40	16	5
							Aug.	4	„ „	151	12	7	5
								8	„ „	155	40	1	3
							Sept.	1	„ „	169	171	5	9
								4	„ „ 339 : 0 : 0	170	49	1	6
							Oct.	11	„ Material	194	43	2	9
								18	„ „	195	96	18	9
							Nov.	1	„ „	206	152	1	6
								6	„ „	210	25	3	7
								17	„ „	217	168	18	9
							Dec.	2	„ „	224	184	5	3
								7	„ „	226	114	5	4
								14	„ „	228	9	2	0

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5 Dr. Woollen, Flocks & Co., Bradford. Cr.

1884							1884						
Feb.	10	To Bills Payable .... 7 : 8	13	842	7	8	Jan.	1	By Balance.....		842	7	8
Mar.	10	„ Bills Payable .... 18 : 9	16	886	18	9		10	„ Material	6	699	9	9
								15	„ „	10	207	9	0
									886 : 18 : 9				
April	10	„ Bills Payable .. 16 : 11	20	1063	16	11		20	„ Material	21	164	11	0
							Feb.	4	„ „	29	495	3	2
								14	„ „	30	404	2	9
									1063 : 16 : 11				
May	10	„ Bills Payable .... 15 : 9	25	368	15	9	Mar.	12	„ Material	50	207	16	5
								17	„ „	53	160	19	4
									368 : 15 : 9				
May	25	„ Mill Sales	1	357	19	1	April	16	„ Material (as May 1st)	75	739	1	1
July	10	„ Bills Payable .... 4 : 9	29	1231	4	9	May	19	„ „	90	860	2	9
		1589 : 8 : 10							1589 : 8 : 10				
Aug.	10	„ Bills Payable .... 18 : 1	35	1010	18	1		24	„ Material	92	182	2	7
							June	6	„ „	105	354	5	0
								18	„ „	114	534	5	6
									1010 : 18 : 1				
Sept.	10	„ Bills Payable .... 1 : 7	39	2665	1	7		23	„ Material	118	567	4	9
								27	„ „	123	156	17	2
							July	6	„ „	134	969	15	7
								16	„ „	142	971	4	1
									2665 : 1 : 7				
Oct.	10	„ Bills Payable .... 11 : 5	42	684	11	5	Aug.	6	„ Material	153	684	11	5
Oct.	27	„ Mill Sales	1	345	19	3	Sept.	24	„ Material	182	957	8	4
Nov.	10	„ Bills Payable.....	45	1403	18	0		28	„ „	188	900	15	11
	10	„ Cash ..... 50 : 0 : 0	9	2000	0	0	Oct.	10	„ „	198	1891	18	0
		3749 : 17 : 3							3749 : 17 : 3				
							Oct.	21	„ Material	199	736	2	6
							Nov.	11	„ „	212	969	19	10

6 Dr. Broadbent & Wathinson, Huddersfield. Cr.

1884							1884						
Jan.	10	To Bills Payable..... 10d.	10	426	9	10	Jan.	1	By Balance		426	9	10
Feb.	10	„ Bills Payable..... 10d.	14	546	4	10		19	„ Outwork	14	45	2	9
								24	„ „	18	501	2	1
									546 : 4 : 10				
Mar.	10	„ Bills Payable ..... 8d.	17	804	2	8	Feb.	27	„ Outwork	40	804	2	8
April	10	„ Bills Payable ..... 6d.	21	834	2	6	Mar.	18	„ Outwork	51	834	2	6
May	10	„ Bills Payable	26	526	17	8	April	11	„ Outwork	71	159	8	4
								12	„ „	72	367	9	4
									526 : 17 : 8				
July	10	„ Cash ..... 6 : 14 : 6	6	269	14	2	June	5	„ Outwork	104	149	6	11
								12	„ „	110	101	0	2
								14	„ „	111	19	7	1
									269 : 14 : 2				
Aug.	10	„ Bills Payable ..... 9d.	36	411	4	9	July	9	„ Outwork	186	105	6	5
								12	„ „	189	305	18	4
									411 : 4 : 9				
Sept.	10	„ Bills Payable.....	40	612	10	11	Aug.	9	„ Outwork	156	154	1	5
								13	„ „	159	258	19	1
								22	„ „	165	84	1	7
								26	„ „	166	115	8	10
									612 : 10 : 11				
							Nov.	10	„ Outwork	211	51	0	5
								15	„ „	215	231	6	5
							Dec.	15	„ „	230	141	6	4
								19	„ „	238	15	1	5
								20	„ „	239	62	13	6

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Dr. Merton, Walker & Co., London. Cr. 7

1884							1884						
Jan.	20	To Cash ..... 37 : 4 : 6	1	1484	10	5	Jan.	1	By Balance from O.L. ..		3055	18	11
Feb.	17	„ „ ..... 39 : 5 : 6	2	1569	18	2							
	17	„ „ for Carriage	2	1	10	4							
		3055 : 18 : 11											
Mar.	17	„ Cash ..... 45 : 0 : 3	3	1790	11	3	Jan.	3	„ Material	1	329	5	0
								12	„ „	8	961	15	3
								18	„ „	13	499	11	0
									1790 : 11 : 3				
Jan.	25	„ Returns	17	250	10	6		23	„ Material	17	507	19	0
April	21	„ Cash .....57 : 8 : 0	4	2295	13	6	Feb.	3	„ „	23	1509	4	4
								18	„ „	24	538	19	3
		2546 : 3 : 0							2546 : 3 : 0				
May	19	„ Cash ..... 58 : 6 : 4	5	2920	11	4		23	„ Material	25	488	19	1
Mar.	28	„ Overcharge, see Returns						26	„ „	26	1300	2	0
		Book	48	10	15	0		27	„ „	27	324	0	0
							Mar.	7	„ „	48	218	5	3
		2881 : 6 : 4							2881 : 6 : 4				
June	16	„ Cash..... 20 : 18 : 7	5	886	2	7		24	„ Material	55	65	18	2
								28	„ „	60	208	9	2
							April	9	„ „	69	561	15	3
									886 : 2 : 7				
July	21	„ Cash ..... 34 : 5 : 4	7	1370	14	6	May	1	„ Material	84	822	6	4
								7	„ „	85	548	8	2
									1370 : 14 : 6				
Aug.	18	„ Cash ..... 79 : 9 : 3	7	3149	14	11	June	1	„ Material	100	726	7	0
								3	„ „	102	921	6	4
								15	„ „	112	1406	8	4
								19	„ „	115	95	18	3
									3149 : 14 : 11				
Sept.	15	„ Cash..... 55 : 18 : 1	8	2236	5	6		29	„ Material	126	645	19	9
							July	2	„ „	131	740	1	3
								4	„ „	132	850	4	6
									2236 : 5 : 6				
Oct.	20	„ Cash..... 31 : 0 : 10	9	1221	15	6	Aug.	3	„ Material	150	721	7	4
Aug.	7	„ Returns	150	26	0	7		5	„ „	152	535	4	3
Sept.	10	„ „	152	8	15	6							
		1256 : 11 : 7							1256 : 11 : 7				
Nov.	17	„ Cash..... 86 : 13 : 9	10	1467	7	0	Sept.	7	„ Material	171	562	9	4
								10	„ „	173	698	0	3
								15	„ „	177	211	17	5
									1467 : 7 : 0				
Dec.	15	„ Cash..... 79 : 11 : 8	11	3188	15	1	Sept.	24	„ Material	181	653	4	3
								28	„ „	184	892	6	5
							Oct.	6	„ „	190	679	3	2
								15	„ „	196	960	1	3
									3188 : 15 : 1				
							Nov.	5	„ Material	209	800	8	6
							Dec.	9	„ „	227	517	9	5
								16	„ „	280	728	18	1

Dr. Hirst, Thomas, Huddersfield. Cr. 8

1884							1884						
Jan.	2	To Cash..... 1 : 5 : 4	1	25	18	4	Jan.	1	By Balance from O.L. ..		25	18	4
Feb.	4	„ Cash ..... 10 : 0	2	10	4	6	Jan.	14	„ Stables	9	10	4	6
Mar.	9	„ Cash ..... 15 : 4	2	15	10	4	Feb.	11	„ Stables	37	15	10	4
May	3	„ Cash..... 1 : 0 : 9	4	20	17	9	April	29	„ Stables	82	20	17	9
Sept.	5	„ Cash ..... 17 : 4	8	17	10	4	Aug.	31	„ Stables	168	17	10	4
							Dec.	31	„ Stables	241	25	10	1

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9 *Dr.* **Drake, William, & Sons, Huddersfield.** *Cr.*

1884							1884						
Jan.	20	To Cash..... 2 : 0 : 6	1	40	10	6	Jan.	1	By Balance from O.L. ..		40	10	6
April	14	„ Cash ..... 4 : 19 : 8	4	99	7	8		11	„ Packing Materials	7	19	4	3
								20	„ „	15	6	0	3
							Mar.	26	„ „	57	16	5	4
								27	„ „	59	57	17	10
									99 : 7 : 8				
July	14	„ Cash ..... 5 : 11 : 7	6	111	13	1	April	27	„ Packing Materials	80	19	2	4
								28	„ „	81	36	3	9
							June	27	„ „	124	7	19	6
								30	„ „	126	48	8	0
									111 : 13 : 1				
Oct.	20	„ Cash..... 1 : 3 : 8	9	28	6	8	July	25	„ Packing Materials	147	1	2	7
							Sept.	30	„ „	187	28	4	1
									28 : 6 : 8				

10 *Dr.* **Rutherford, Martin & Co., Huddersfield.** *Cr.*

1884							1884						
Jan.	20	To Cash ..... 6d.	1	84	10	6	Jan.	1	By Balance from O.L. ..		84	10	6
Feb.	17	„ Cash ..... 4d.	2	68	5	4		26	„ Motive Power	20	68	5	4
Mar.	17	„ Cash ..... 2d.	3	128	5	2	Feb.	18	„ Motive Power	43	75	4	2
								28	„ „	44	53	1	0
									128 : 5 : 2				
April	21	„ Cash ..... 6d.	4	162	5	6	Mar.	27	„ Motive Power	58	162	5	6
May	19	„ Cash ..... 1d.	5	124	10	1	April	14	„ Motive Power	78	22	1	8
								30	„ „	83	102	8	5
									124 : 10 : 1				
July	21	„ Cash ..... 1d.	7	284	4	1	June	30	„ Motive Power	129	284	4	1
Sept.	15	„ Cash ..... 11d.	8	152	1	11	Aug.	16	„ Motive Power	162	152	1	11
Oct.	20	„ Cash.....	9	119	19	0	Sept.	18	„ Motive Power	176	119	19	0
Nov.	17	„ Cash ..... 6d.	10	123	0	6	Oct.	24	„ Motive Power	201	123	0	6
Dec.	15	„ Cash ..... 11d.	10	116	11	11	Nov.	18	„ Motive Power	218	116	11	11
							Dec.	31	„ Motive Power	244	121	16	2

11 *Dr.* **Farrer & Co., Huddersfield.** *Cr.*

1884							1884						
Jan.	8	To Cash..... 9 : 7 : 8	1	361	6	8	Jan.	1	By Balance from O.L. ..		372	1	8
	8	„ Claims.....	074	10	15	0							
		372 : 1 : 8											
April	3	„ Claims.....	65	45	17	8	Mar.	31	„ Outwork	65	310	0	8
	7	„ Cash ..... 6 : 12 : 0	4	264	3	0							
		310 : 0 : 8											
July	5	„ Cash ..... 10 : 8 : 9	6	417	10	0	June	30	„ Outwork	130	417	10	0
Oct.	9	„ Cash ..... 8 : 3 : 1	9	336	8	1	Sept.	30	„ Outwork	186	336	8	1
							Dec.	31	„ Outwork	248	316	0	0

12 *Dr.* **Whitehead & Sons, Huddersfield.** *Cr.*

1884							1884						
April	21	To Cash..... 17 : 11	4	18	2	11	Jan.	26	By Stationery	19	7	4	7
							Feb.	17	„ „	38	10	18	4
									18 : 2 : 11				
July	21	„ Cash..... 17 : 6	7	17	8	0	June	2	„ Stationery	101	17	8	0
							Nov.	27	„ Stationery	222	28	2	7
							Dec.	31	„ „	242	5	6	0

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Dr. Addleshaw, Batley & Co., Manchester. Cr. 13

1884							1884						
April	3	To Cash ..... 2 : 1 : 10	4	88	13	2	Jan.	31	By Motive Power	22	76	5	0
							Mar.	16	„ „	52	7	8	2
									88 : 13 : 2				
July	9	„ Cash ..... 13 : 7	6	24	13	7	April	19	„ Motive Power	76	7	9	6
							June	28	„ „	125	17	4	1
									24 : 13 : 7				
Oct.	6	„ Cash..... 8 : 7 : 8	9	153	19	8	July	11	„ Motive Power	138	92	1	6
								14	„ „	141	85	1	6
							Aug.	14	„ „	161	7	8	8
							Sept.	9	„ „	172	19	8	0
									153 : 19 : 8				
							Oct.	9	„ Outwork (sample dyeing)	192	29	4	0
								19	„ Motive Power	198	17	5	6
							Nov.	16	„ „	216	17	9	5

Dr. Mitchell, Jonathan, Wakefield. Cr. 14

1884							1884						
Mar.	24	To Old Machinery (per Mill Sales Day Book).....	1	27	10	0	Feb.	1	By Material	28	15	12	6
							April	8	„ Cash.....	4	11	17	6
									27 : 10 : 0				
June	14	„ Old Machinery	1	15	6	1	July	4	„ Cash.....	6	15	6	1
Sept.	25	„ Old Machinery.....	1	35	0	0	Oct.	6	„ Cash.....	9	35	0	0

Dr. Matthewman & Co., Huddersfield. Cr. 15

1884							1884						
Mar.	17	To Cash ..... 20 : 4 : 6	3	404	1	6	Feb.	25	By Outwork	39	404	1	6

Dr. Brooke, Graves & Co., Huddersfield. Cr. 16

1884							1884						
May	19	To Cash ..... 5 : 8 : 6	5	54	0	6	Feb.	26	By Cards	42	54	0	6
June	16	„ Cash..... 9 : 0 : 8	5	90	5	8	April	2	„ Cards	67	90	5	8
Aug.	18	„ Cash..... 17 : 18 : 0	7	178	19	0	June	10	„ Cards	108	178	19	0
Sept.	15	„ Cash ..... 4 : 14 : 9	8	47	8	9	July	24	„ Cards	146	47	8	9
Nov.	17	„ Cash..... 31 : 15 : 6	10	317	14	3	Sept.	11	„ Cards	174	80	4	6
								16	„ „	178	130	1	3
								30	„ „	185	107	8	6
									317 : 14 : 3				
Dec.	15	„ Cash ..... 4 : 10 : 6	10	45	6	0	Oct.	28	„ Cards	204	45	6	0
							Dec.	24	„ Cards	236	144	0	4
								27	„ „	239	116	10	9
								30	„ „	240	19	5	7

Dr. Haxworth, Allatt & Co., London. Cr. 17

1884							1884						
April	10	To Bills Payable.....	23	200	11	0	Mar.	25	By Chemicals	56	200	11	0
July	10	„ Bills Payable.....	31	700	4	0	May	9	„ Chemicals	86	330	16	3
							June	29	„ „	127	379	7	9
									700 : 4 : 0				
Oct.	10	„ Bills Payable.....	44	800	17	0	Aug.	13	„ Chemicals	160	374	3	5
							Sept.	11	„ „	175	426	8	7
									800 : 17 : 0				

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18 Dr. Littlewood, Wilson & Co., Batley. Cr.

1884							1884						
June	30	To Cash	5	111	10	6	Mar.	31	By Machinery, payable £160 quarterly, Int. 5 per cent.	68	922	7	8
Sept.	30	„ „	8	110	5	6	June	30	„ 3 mos. Int. on 922 : 7 : 8	6	11	10	6
Dec.	31	„ „	11	109	0	6	Sept.	30	„ 3 „ 933 : 7 : 8	8	10	5	0
							Dec.	31	„ 3 „ 729 : 7 8	11	9	0	6

19 Dr. Hutchinson, Whiteley & Co., Leeds. Cr.

1884							1884						
July	10	To Bills Payable	32	640	5	0	May	12	By Machinery	87	640	5	0
Aug.	18	„ Cash	7	30	0	0	July	31	„ Machinery	149	30	0	0
Dec.	15	„ Cash	10	20	0	0	Oct.	31	„ Machinery	205	20	0	0
							Nov.	28	„ Machinery	228	560	10	1
							Dec.	27	„ „	237	41	0	0

20 Dr. Martin & France, Huddersfield. Cr.

1884							1884						
May	18	To Commission Work	1	54	12	8	July	11	By Cash 4 : 7 : 9	6	175	10	0
June	7	„ „	1	120	17	4							
		175 : 10 : 0											
Aug.	19	„ Commission Work	1	79	18	6	Oct.	12	„ Cash 2 : 0 : 0	9	79	18	6
Dec.	29	„ Commission Work	1	109	8	2							

21 Dr. Rushforth, R., & Co., Huddersfield. Cr.

1884							1884						
July	21	To Cash 3 : 9 : 11	7	26	19	11	May	25	By Material	98	79	18	11
		„ „ Contra Account	7	52	19	0							
		79 : 18 : 11											
Sept.	15	„ Cash 6 : 10 : 1	8	53	11	1	July	21	„ Material	145	130	1	1
		„ „ Contra Account	8	76	10	0							
		130 : 1 : 1											

22 Dr. Bartholomew & Son, Dewsbury. Cr.

1884							1884						
Nov.	1	To Cash	9	668	6	0	Oct.	8	By Material	191	599	5	6
								18	„ „	197	74	0	6
									668 : 6 : 0				

23 Dr. Sundry Persons. Cr.

1884							1884						
Feb.	10	To Cash 5 : 4	2	10	7	4	Jan.	22	By Freeman, A., & Co.	16	10	7	4
April	2	„ Cash 4 : 8	4	4	7	8	Feb.	25	„ Laycock, D., & Co.	45	4	7	8
June	4	„ Cash 5 : 2	5	5	10	2	May	13	„ Welsh, R., & Son	88	5	10	2
Aug.	11	„ Cash 7 : 8	7	15	4	8	July	18	„ Wheatley, Benj.	143	15	4	8
Sept.	3	„ Cash 4 : 8	8	8	4	8	Aug.	20	„ Foster, E., & Son	164	8	4	8
Oct.	4	„ Cash 6d.	9	9	10	6	Sept.	20	„ Haigh, Benjamin.	180	9	10	6
Dec.	6	„ Cash 1 : 7	10	3	2	1	Nov.	3	„ Piercy & Ramsden	207	3	2	1
Dec.	8	„ Cash 4d.	10	1	7	4	Nov.	12	„ Preston, John, & Co.	218	1	7	4
							Dec.	5	„ Swift & Marshall	226	5	1	3
Dec.	30	„ Sundries per M.S.D.B.	1	50	10	6	Dec.	31	„ Cash	11	50	10	6

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THE SALES LEDGER,

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1 Dr. Athinson, Blake & Co., London. Cr.

1884						1884					
Jan.	1	To Balance from O.L. ..		240	16 2	Jan.	21	By Returns and Canvas	1	20	2 6
	7	„ Goods	1	196	7 7	Feb.	12	„ Returns and Canvas	1	13	5 7
	12	„ „	1	94	9 10	May	21	„ Cash....Dis. 18 : 16 : 6	5	768	10 8
	20	„ „	1	8	5 7			Allce. 3 : 4			
Feb.	10	„ „	1	56	2 6			„ *Balance down*		8	5 7
	22	„ „	1	27	8 5						
Mar.	13	„ „	2	26	17 4						
	28	„ „	2	220	1 6						
		796 : 8 : 11						796 : 8 : 11			
April	21	„ Goods	2	45	1 5	May	28	„ Shorts	1	1	14 8
	29	„ „	2	76	17 4	July	17	„ Cash ..... 6 : 16 : 9	7	273	10 0
May	4	„ „	3	57	8 6						
	15	„ „	3	79	8 3						
	19	„ „	3	16	8 9						
		275 : 4 : 3						275 : 4 : 3			
		„ *Balance down*		3	5 7	June	29	„ Allowance	1	3	2 1
June	25	„ Goods	3	87	3 6	Aug.	12	„ Shorts and Damages	2	6	17 6
	29	„ „	3	76	3 3	Sept.	24	„ Shorts	2	1	0 6
July	2	„ „	3	7	18 4	Oct.	6	„ Allowance	2	0	15 7
Aug.	6	„ „	4	67	16 3	Nov.	21	„ Cash ..... 6 : 3 : 6	10	247	8 11
Sept.	18	„ „	4	16	1 8	Dec.	21	„ Cash ..... 4 : 2 : 9	11	165	2 9
Oct.	2	„ „	4	96	14 1						
	10	„ „	5	69	4 3						
		424 : 7 : 4						424 : 7 : 4			
Nov.	1	„ Goods	5	67	18 4	Dec.	27	„ Allowance	2	2	3 10
	11	„ „	5	45	1 8						
	15	„ „	5	5	16 2						
	25	„ „	5	140	17 6						
Dec.	9	„ „	5	57	4 2						
	20	„ „	5	58	2 1						

2 Dr. Richardson & Clark, London. Cr.

1884						1884					
Jan.	1	To Balance from O.L ..		932	1 8	Jan.	4	By Bills Receivable .. 1 : 8	4	932	1 8
	4	„ Goods (as June)	1	224	18 4	Jan.	31	„ Returns	1	120	17 5
	19	„ „ „	1	516	1 5	Feb.	8	„ „	1	74	8 6
Feb.	2	„ „ „	1	147	19 6	June	4	„ Bills Receivable 1 : 10 : 7	15	1117	10 7
	12	„ „ „	1	151	17 8						
	24	„ „ „	1	98	17 4						
Mar.	3	„ „ „	2	157	19 7						
	9	„ „ „	2	15	7 8						
		1312 : 16 : 6						1312 : 16 : 6			
April	27	„ Goods	2	97	3 3	April	30	„ Returns	1	18	14 7
May	5	„ „	3	76	16 3	July	4	„ Bills Receivable .. 8 : 3	18	174	8 3
	14	„ „	3	19	2 11						
		198 : 2 : 10						198 : 2 : 10			
June	9	„ Goods	3	46	6 3	Aug.	4	„ Bill Receivable .. 5 : 11	21	68	15 11
	12	„ „	3	17	9 3						
		68 : 15 : 11									
July	18	„ Goods (as January)	4	45	17 1						
Aug.	13	„ „ „	4	91	19 4						
Sept.	15	„ „ „	4	137	2 5						
Oct.	19	„ „ „	5	87	3 9						
Nov.	3	„ „ „	5	76	14 2						
	23	„ „ „	5	135	4 3						
Dec.	3	„ „ „	5	17	9 3						
	13	„ „ „	5	26	1 3						
	15	„ „ „	5	68	6 4						
	24	„ „ „	5	150	16 4						

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Dr. Brownrigg, Henry, Melbourne. Cr. 3

1884							1884						
Jan.	1	To Balance from O.L. ..		2572	10	1	April	13	By Cash ..Dis. 31 : 6 : 6 Alice 1 : 17 : 10	4	1954	19	6
							May	9	„ Cash ..... 32 : 19 : 7	5	1817	10	7
									2572 : 10 : 1				
	14	„ Goods	1	2215	5	6	July	2	„ Cash ..... 68 : 6 : 2	6	2732	3	2
	27	„ „	1	516	17	8							
		2732 : 3 : 2											
Feb.	26	„ Goods	1	1510	10	6	Sept.	11	„ Cash ....Dis. 59 : 2 : 6	8	2366	18	9
Mar.	5	„ „	2	856	8	3			Alice. 5 : 4 : 3				
		2366 : 18 : 9											
April	23	„ Goods	2	1150	8	3	Dec.	12	„ Cash ..... 43 : 6 : 7	10	1721	6	7
May	31	„ „	3	570	18	4							
		1721 : 6 : 7											
June	7	„ Goods	3	421	0	9							
	23	„ „	3	795	16	1							
Sept.	2	„ „	4	142	16	7							
Dec.	4	„ „	5	997	8	5							

Dr. Gaunt, James, & Son, Manchester. Cr. 4

1884							1884						
Jan.	1	To Balance from O.L. ..		2715	8	6	Mar.	7	By Cash ....Dis. 37 : 3 : 6 Alice. 10 : 0	2	1507	5	2
							April	8	„ Cash ..... 80 : 4 : 4	4	1908	3	4
									2715 : 8 : 6				
Jan.	25	„ Goods	1	427	1	6	May	5	„ Cash ..... 28 : 19 : 11	4	1158	2	11
Feb.	18	„ „	1	350	18	1	Feb.	28	„ Shorts and Damages ..	1	18	16	1
Mar.	17	„ „	2	320	9	1	Mar.	25	„ Returns and Canvas	1	51	16	8
	31	„ Patterns for Season	2	130	7	0							
		1228 : 15 : 8							1228 : 15 : 8				
April	22	„ Goods	2	400	6	0	July	11	„ Cash ..Dis. 20 : 9 : 3 Alice. 1 : 17 : 5	6	830	6	8
May	12	„ „	3	420	0	8							
		820 : 6 : 8											
July	25	„ Goods	4	726	3	5	July	31	„ Shorts and Damages	1	5	15	6
Aug.	5	„ „	4	562	7	8	Oct.	27	„ Returns and Canvas	2	170	19	6
	31	„ „	4	625	5	2	Nov.	5	„ Cash..... 47 : 14 : 9	9	1908	0	9
Sept.	26	„ „	4	468	2	7	Dec.	12	„ Cash..... 54 : 6 : 3	11	2172	16	3
	30	„ Patterns for Season	4	153	2	1							
Oct.	5	„ Goods	5	741	6	5							
	9	„ „	5	981	4	8							
		4257 : 12 : 0							4257 : 12 : 0				
Nov.	19	„ Goods	5	981	6	7	Dec.	29	„ Returns and Canvas	2	57	18	9
	28	„ „	5	952	3	1							
Dec.	27	„ „	5	984	5	6							

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5 Dr. Bragg, J. B. & Co., New York. Cr.

1884							1884					
Jan.	1	*To Balance from O.L.* ..		2496	10	8	June	15	By Bills Receivable.. 10 : 8	16	2496	10 8
Jan.	2	„ Goods	1	1617	9	4	July	15	„ Bills Receivable.. 11 : 1	20	4179	11 1
	14	„ „	1	2546	17	2						
	28	„ Cash (charges).....	1	15	4	7						
		4179 : 11 : 1										
Feb.	21	„ Goods	1	521	8	0	Aug.	15	„ Bills Receivable.. 5 : 4	28	524	5 4
	14	„ Cash (charges).....	2	2	17	4						
		524 : 5 : 4										
Mar.	14	„ Goods	2	535	8	0	Sept.	15	„ Bills Receivable.. 5 : 6	24	528	5 6
	14	„ Cash (charges)	3	2	17	6						
		528 : 5 : 6										
June	15	„ Goods	3	1161	3	7	Dec.	15	„ Bills Receivable.. 6 : 11	28	1166	6 11
	15	„ Cash (charges)	5	5	3	4						
		1166 : 6 : 11										
Aug.	11	„ Goods	4	787	2	5						
	11	„ Cash (charges).....	7	4	3	3						
Dec.	27	„ Goods	5	1501	4	3						
	27	„ Cash (charges)	11	8	4	7						

6 Dr. Barnett & Son, Birmingham. Cr.

1884							1884					
Jan.	1	*To Balance from O.L.* ..		2285	15	3	Mar.	15	By Bills Receivable.. 15 : 9	11	1250	15 9
	17	„ Goods	1	34	3	1	Feb.	27	„ Returns and Canvas....	1	33	1 3
Feb.	19	„ „	1	14	6	3	Mar.	28	„ Allowance	1	3	17 5
Mar.	21	„ „	2	52	0	3	May	15	„ Bills Receivable.. 18 : 0	14	1125	18 0
	31	„ Patterns for Season	2	27	8	0						
		2413 : 12 : 10							2413 : 12 : 10			
April	5	„ Goods	2	251	6	1	June	15	„ Bills Receivable .. 4 : 3	17	823	14 3
	18	„ „	2	572	8	2						
		823 : 14 : 3										
May	24	„ Goods	3	856	17	4	July	12	„ Returns and Canvas	1	101	2 3
	27	„ „	3	1050	17	3	Sept.	27	„ Returns and Canvas	2	157	18 4
	31	„ „	3	245	17	4	Oct.	8	„ Returns	2	185	17 7
June	3	„ „	3	235	2	9	Nov.	15	„ Bills Receivable .. 2 : 4	26	4175	2 4
July	5	„ „	3	521	6	2	Dec.	15	„ Bills Receivable .. 3 : 7	29	598	3 7
	21	„ „	4	521	8	4						
Aug.	9	„ „	4	271	8	7						
Sept.	23	„ „	4	681	3	2						
	30	„ Patterns for Season	4	50	2	0						
Oct.	2	„ Goods	4	784	1	2						
		5218 : 4 : 1							5218 : 4 : 1			
Nov.	14	„ Goods	5	761	5	4	Dec.	18	„ Returns.....	2	47	15 10
Dec.	8	„ „	5	826	9	5						
	18	„ „	5	789	9	8						

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Dr. Colefax & Denham, Leeds. Cr. 7

1884							1884						
Jan.	1	To Balance from O.L....		1972	10	1	Feb.	8	By Bills Receivable .. 5 : 6	5	1005	15	6
	8	„ Goods	1	295	8	2		28	„ Returns	1	42	6	8
Feb.	25	„ „	1	527	19	4	Mar.	8	„ Bills Receivable .. 7 : 9	10	1961	17	9
Mar.	12	„ „	2	591	18	2	May	8	„ Bills Receivable .. 11 : 8	13	1077	11	8
		3887 : 10 : 9							3887 : 10 : 9				
April	29	„ Goods	2	159	7	9	April	30	„ Returns and Canvas	1	15	8	6
May	15	„ „	3	14	5	7	July	8	„ Bills Receivable.. 4 : 10	19	157	4	10
		172 : 13 : 4							172 : 13 : 4				
June	27	„ Goods	3	60	8	4	June	30	„ Shorts	1	2	18	4
July	18	„ „	4	948	5	3	Aug.	9	„ Returns and Canvas	2	46	17	8
Aug.	8	„ „	4	1471	18	7	Nov.	8	„ Bills Receivable.. 16 : 2	25	2480	16	2
		2480 : 12 : 2							2480 : 12 : 2				
Nov.	9	„ Goods	5	843	2	1	Nov.	14	„ Returns and Canvas	2	75	8	8
Dec.	24	„ „	5	794	8	8							
	31	„ „	5	174	6	7							

Dr. Dobson, Saville & Co., Bradford. Cr. 8

1884							1884						
Jan.	1	To Balance from O.L....		1340	17	3	May	7	By Cash.... Dis. 37 : 10 : 5	4	1501	16	7
	24	„ Goods	1	160	19	4			Alice. 4 : 13 : 2				
		1501 : 16 : 7											
April	27	„ Goods	2	626	9	4	May	7	„ Returns and Canvas	1	117	9	6
	28	„ „	2	580	1	1	June	27	„ Returns	1	55	1	9
May	4	„ „	3	672	9	3	July	9	„ Cash..... 53 : 1 : 10	6	2122	7	10
	15	„ „	3	360	17	8	Oct.	6	„ Cash ....Dis. 66 : 5 : 2	9	2654	6	9
June	2	„ „	3	684	3	4			Alice. 3 : 2 : 7				
	30	„ „	3	735	8	4							
July	8	„ „	4	418	7	4							
	14	„ „	4	971	9	6							
		4949 : 5 : 10							4949 : 5 : 10				
Nov.	6	„ Goods	5	782	1	8	Nov.	12	„ Returns	2	50	17	6
	24	„ „	5	575	9	3		30	„ Returns	2	120	17	6
Dec.	7	„ „	5	182	10	1							
	27	„ „	5	24	8	3							

Dr. Walker, Sterry & Lark, Bristol. Cr. 9

1884							1884						
Jan.	1	To Balance from O.L. ..		1741	6	3	Jan.	12	By Cash .... Dis. 48 : 0 : 3	1	1741	6	3
									Alice. 16 : 0				
Jan.	15	„ Goods	1	17	9	4	Jan.	31	„ Shorts.....	1	1	15	6
Feb.	20	„ „	1	227	19	4	Mar.	18	„ Returns and Canvas	1	57	8	1
Mar.	10	„ „	2	231	5	6	May	12	„ Cash ..... 10 : 8 : 7	5	417	10	7
		476 : 14 : 2							476 : 14 : 2				
June	28	„ Goods	3	541	4	3	June	28	„ Returns &c.	1	51	16	4
July	15	„ „	4	135	4	3	July	20	„ Cash..... 15 : 12 : 2	7	694	12	2
		676 : 8 : 6							676 : 8 : 6				
Nov.	20	„ Goods	5	27	19	6	Dec.	28	„ Returns	2	97	15	5
	30	„ „	5	574	3	6							
Dec.	22	„ „	5	980	1	6							
	24	„ „	5	17	9	6							

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10 Dr. Wilson, Henry, & Co., Liverpool. Cr.

1884							1884						
Jan.	1	*To Balance from O.L.* ..		1510	12	4	Feb.	2	By Cash ..... 87 : 15 : 4	1	1510	12	4
Jan.	8	„ Goods (2½ pr.cent. June)a	1	520	1	8	Jan.	14	„ Returns and Canvas ..a	1	20	1	7
Feb.	9	„ „ „ a	1	1047	19	6	May	8	„ Cash .... 73 : 13 : 11b	4	2986	3	11
	21	„ „ „ a	1	1267	19	3	June	9	„ Cash .. Dis. 118 : 8 : 6a	5	4597	5	3
Mar.	7	„ „ ..... b	2	1151	18	4			Alloc. 1 : 16 : 9				
	12	„ „ ..... b	2	1784	5	7							
April	4	„ „ (2½ per cent. June)a	2	891	8	1							
	7	„ „ „ a	2	899	18	4							
		7498 : 10 : 9							7498 : 10 : 9				
	20	„ Goods	2	781	2	8	May.	12	„ Returns &c.	1	50	0	0
May	5	„ „	3	1260	9	4	July	4	„ Cash..... 71 : 13 : 2	6	2863	0	2
	12	„ „	3	871	8	2							
		2913 : 0 : 2							2913 : 0 : 2				
June	2	„ Goods	3	1351	8	4	Aug.	7	„ Cash..... 88 : 15 : 4	7	1351	8	4
Aug.	24	„ Goods	4	526	2	5	Nov.	5	„ Cash.....Dis. 85 : 1 : 4	9	1405	10	9
Sept.	3	„ „	4	879	8	4			Alloc. 3 : 1 : 5				
		1405 : 10 : 9											
Oct.	4	„ Goods	5	561	2	8	Dec.	9	„ Cash ..... 14 : 2 : 8	10	561	2	8
Dec.	19	„ Goods	5	894	8	2							

11 Dr. Burdon & Jones, Glasgow. Cr.

1884							1884						
Jan.	1	*To Balance from O.L...*		2230	15	7	Feb.	3	By Cash ..... 55 : 15 : 7	1	2176	8	1
								3	„ „ (J. A. Commission)..	1	54	7	6
									2230 : 15 : 7				
Jan.	16	„ Goods	1	916	5	3	Jan.	28	„ Returns	1	150	18	5
	25	„ „	1	250	6	1	Mar.	14	„ Returns	1	162	5	8
Feb.	16	„ „	1	797	9	1	May	6	„ Cash..... 85 : 8 : 10	4	3384	7	3
	27	„ „	1	414	16	11		6	„ „ (J. A. Commission)..	4	88	6	1
Mar.	7	„ „	2	824	1	8							
	26	„ „	2	375	12	11							
	31	„ Patterns for Season	2	152	5	6							
		3780 : 17 : 5							3780 : 17 : 5				
April	26	„ Goods	2	221	1	9	April	30	„ Allowances	1	21	17	4
May	7	„ „	3	675	4	3	July	9	„ Cash ..... 58 : 6 : 11	6	2069	12	11
	19	„ „	3	1246	18	3		9	„ „ (J. A. Commission)..	6	51	14	0
		2143 : 4 : 3							2143 : 4 : 3				
June	12	„ Goods	3	661	8	3	July	21	„ Returns and Canvas	1	86	1	5
	25	„ „	3	1307	3	9	Aug.	20	„ „	2	210	6	6
July	11	„ „	4	1281	9	6	Sept.	29	„ Allowance	2	10	9	6
	31	„ „	4	541	17	7	Nov.	12	„ Cash .... 131 : 14 : 10	9	5141	3	9
Aug.	14	„ „	4	943	8	6		12	„ „ (J. A. Commission)..	9	128	8	11
Sept.	25	„ „	4	702	2	0							
	30	„ Patterns for Season	4	139	0	6							
		5576 : 10 : 1							5576 : 10 : 1				
Oct.	8	„ Goods	5	841	2	3	Dec.	6	„ Cash ..... 21 : 0 : 9	10	820	11	9
								6	„ „ (J. A. Commission)..	10	20	10	6
									841 : 2 : 3				
Nov.	26	„ Goods	5	640	1	8							
Dec.	28	„ „	5	894	8	1							

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Dr. Harrop, Jonas, & Sons, Halifax. Cr. 12

1884							1884						
Jan.	1	*To Balance from O.L.* ..		120	10	6	Jan.	10	By Cash.....	1	120	10	6
	14	„ Cash (dishonored cheque)	1	120	10	6	Feb.	2	„ Promissory Notes for Composition of 5/- in the £, viz.—				
		Private Meeting of Creditors called Jan. 16th, 1884. Solicitors— Scruge & Marlow, Halifax.							Due May 5th, 1884	6	7	10	7
									„ Aug. 5th, 1884	7	7	10	8
									„ Nov. 5th, 1884	8	7	10	8
									„ Feb. 5th, 1885	9	7	10	8
							Mar.	31	„ *Transfer to Bad Debts Account*	NL 24	90	7	11
									120 : 10 : 6				

Dr. Bentley & Robinson, Stroud. Cr. 13

1884							1884						
Feb.	5	To Goods	1	240	16	0	Feb.	8	By Shorts and Damages	1	3	17	4
							April	12	„ Bills Receivable.... 8d.	12	236	18	8
									240 : 16 : 0				
Aug.	16	„ Cash (dishonored acceptance & expenses)..5 : 6	7	237	10	6	Sept.	30	„ *Transfer to Bad Debts Account*	NL 24	237	10	6
		Bankrupt—Trustees Armitage & Norton, Huddersfield.											

Dr. Rushforth, R., & Co., Huddersfield. Cr. 14

1884							1884						
Mar.	28	To Goods	2	54	5	1	July	21	By Cash ..... 1 : 6 : 1 (see contra account)	7	54	5	1
July	24	„ Goods	4	78	9	9	Sept.	15	„ Cash ..... 1 : 19 : 9 (see contra account)	8	78	9	9
Sept.	16	„ Goods	4	61	8	1	Nov.	14	„ Cash ..... 1 : 10 : 7	10	61	8	1
Oct.	31	„ Goods	5	56	17	1							

Dr. Watkinson, Joshua, Huddersfield. Cr. 15

1884							1884						
April	17	To Goods	2	15	2	0	June	8	By Cash ..... 7 : 8	5	20	3	8
June	8	„ Cash (exchange from Cheque).....	5	5	1	8							
		20 : 3 : 8											

Dr. Cramer & Hart, Dublin. Cr. 16

1884							1884						
April	22	To Goods	2	581	5	6	April	26	By Returns	1	181	17	8
May	6	„ „	3	111	4	1	July	4	„ Cash ..... 12 : 15 : 11	6	510	11	11
		642 : 9 : 7							642 : 9 : 7				
June	21	„ Goods	3	385	1	3	June	28	„ Returns and Canvas	1	58	17	2
July	10	„ „	4	562	1	8	July	19	„ Returns	1	76	18	6
Aug.	8	„ „	4	872	1	5	Sept.	16	„ Allowance	2	3	2	10
Sept.	14	„ „	4	683	2	1	Nov.	9	„ Cash ..... 57 : 16 : 11	9	2313	7	11
		2452 : 6 : 5							2452 : 6 : 5				
Oct.	2	„ Goods	5	942	8	6	Dec.	5	„ Cash ..Dis. 23 : 11 : 5 Alloc. 3 : 2 : 1	10	942	8	6

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17 Dr. Dyson & Rhodes, Newcastle-on-Tyne. Cr.

1884							1884						
April	28	To Goods (3½ per cent. June 1)	2	251	7	8	April	29	By Returns &c.	1	50	16	5
May	5	„ „ „ ..	3	352	9	9	June	2	„ Cash ..... 49 : 1 : 5	5	1281	0	5
	19	„ „ „ ..	3	727	19	5							
		1331 : 16 : 10							1331 : 16 : 10				
June	5	„ Goods (3½ per cent. Aug. 1)	3	362	9	8	June	18	„ Returns and Canvas	1	75	8	4
	14	„ „ „ ..	3	865	7	5	Aug.	2	„ Cash ....Dis. 82 : 6 : 0	7	2194	14	6
July	2	„ „ „ ..	3	1042	5	9			Allce. 2 : 8 : 6				
		2270 : 2 : 10							2270 : 2 : 10				
Aug.	28	„ Goods (3½ per cent. Oct. 1)	4	456	5	1	Sept.	17	„ Returns	2	52	16	6
Sept.	12	„ „ „ ..	4	978	4	8	Oct.	2	„ Cash..... 53 : 16 : 3	9	1381	13	3
		1484 : 9 : 9							1484 : 9 : 9				

18 Dr. Stocks & Bolt, Birmingham. Cr.

1884							1884						
May	6	To Goods	3	113	5	1	Aug.	10	By Bill Receivable.....	22	347	8	6
June	30	„ „	3	234	3	5							
		347 : 8 : 6											
Dec.	12	„ Cash to retire Bill.....	10	347	8	6	Dec.	12	„ Bill Receivable.....	27	350	6	4
		„ Interest for Renewal	10	2	17	10							
		350 : 6 : 4											

19 Dr. Whittaker, Bottomley & Co., London. Cr.

1884							1884						
Oct.	5	To Goods	5	891	7	3	Oct.	10	By Allowance	2	10	18	8
							Dec.	4	„ Cash ..... 22 : 0 : 7	10	880	8	7
									891 : 7 : 3				
Nov.	4	„ Goods	5	984	5	6	Nov.	11	„ Returns and Canvas	2	70	18	6
Dec.	10	„ „	5	1706	18	2	Dec.	17	„ „	2	16	14	7

20 Dr. Sundry Persons. Cr.

1884							1884						
Jan.	10	To Jacob Sykes	1	1	4	3	Jan.	10	By Cash ..... 3d.	1	1	4	3
	19	„ Joseph Broadbent	1	2	5	6		19	„ Cash ..... 6d.	1	2	5	6
Feb.	4	„ Wm. Blackburn	1	3	2	0	Feb.	2	„ Cash	1	3	2	0
	7	„ Abraham Coldwell	1	1	18	7		7	„ Cash ..... 7d.	2	1	18	7
Mar.	25	„ John Hanson	2	2	7	9	Mar.	25	„ Cash ..... 9d.	3	2	7	9
April	17	„ Thos. Butler.....	2	3	2	1	April	17	„ Cash ..... 1d.	4	3	2	1
May	8	„ Edgar Starkey	3	1	2	8	May	8	„ Cash ..... 8d.	5	1	2	8
July	12	„ Thos. Butler	4	1	8	7	July	12	„ Cash ..... 7d.	6	1	8	7
Sept.	8	„ Joseph Broadbent	4	1	19	4	Sept.	8	„ Cash ..... 4d.	8	1	19	4
Oct.	9	„ Abraham Coldwell	5	2	1	6	Oct.	9	„ Cash ..... 6d.	9	2	1	6
Dec.	29	„ Edgar Starkey	5	3	1	7							

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BILLS LEDGERS.

Bills Payable, pages 146 and 147.

Bills Receivable, pages 148 and 149.

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1 *Dr.* **Bills**

Date when Cash Paid.			Cash Book Folio.	Amount Paid.			No.	Date Given.		Name.	Town.
1884								1883			
Jan.	18	To Cash..	1	750	18	10	1	July	10	Hutchinson, Whiteley & Co.	Leeds
	18	„ „ ..	1	475	8	2	2	Sept.	10	Chamberlain & Son	Manchester
Feb.	18	„ „ ..	2	962	8	1	3	Oct.	10	Wooller, Flocks & Co.	Bradford
	18	„ „ ..	2	1297	16	8	4		10	Montague, Barker & Co.	Leeds
Mar.	18	„ „ ..	2	250	10	8	5	Nov.	10	Chamberlain & Son	Manchester
	18	„ „ ..	2	562	10	11	6		10	Broadbent & Watkinson	Huddersfield
	18	„ „ ..	3	816	5	7	7		10	Brandram, Reeves & Co.	Huddersfield
April	18	„ „ ..	4	2623	9	1	8	Dec.	10	Wooller, Flocks & Co.	Bradford
				7228	7	7					
1884								1884			
May	18	To Cash..	4	557	18	0	9	Jan.	10	Montague, Barker & Co.	Leeds
	18	„ „ ..	4	426	9	0	10		10	Broadbent & Watkinson	Huddersfield
June	18	„ „ ..	5	170	9	0	11	Feb.	10	Brandram, Reeves & Co.	Huddersfield
	18	„ „ ..	5	321	0	0	12		10	Chamberlain & Son	Manchester
	18	„ „ ..	5	842	0	0	13		10	Wooller, Flocks & Co.	Bradford
	18	„ „ ..	5	546	4	0	14		10	Broadbent & Watkinson	Huddersfield
July	18	„ „ ..	6	271	0	0	15	Mar.	10	Chamberlain & Son	Manchester
	18	„ „ ..	6	686	0	0	16		10	Wooller, Flocks & Co.	Bradford
	18	„ „ ..	6	304	2	0	17		10	Broadbent & Watkinson	Huddersfield
				4275	2	0					
Aug.	18	To Cash..	7	100	17	0	18	April	10	Brandram, Reeves & Co.	Huddersfield
	18	„ „ ..	7	113	0	0	19		10	Chamberlain & Son	Manchester
	18	„ „ ..	7	1063	0	0	20		10	Wooller, Flocks & Co.	Bradford
	18	„ „ ..	7	334	2	0	21		10	Broadbent & Watkinson	Huddersfield
	18	„ „ ..	7	401	0	0	22		10	Montague, Barker & Co.	Leeds
	18	„ „ ..	7	200	11	0	23		10	Haxworth, Allatt & Co.	London
Sept.	18	„ „ ..	8	119	10	0	24	May	10	Brandram, Reeves & Co.	Huddersfield
	18	„ „ ..	8	368	0	0	25		10	Wooller, Flocks & Co.	Bradford
	18	„ „ ..	8	526	17	8	26		10	Broadbent & Watkinson	Huddersfield
Oct.	18	„ „ ..	9	270	1	8	27	June	10	Brandram, Reeves & Co.	Huddersfield
	18	„ „ ..	9	284	0	0	28		10	Chamberlain & Son	Manchester
				8770	19	4					
Nov.	18	To Cash..	10	1231	0	0	29	July	10	Wooller, Flocks & Co.	Bradford
	18	„ „ ..	10	359	0	0	30		10	Montague, Barker & Co.	Leeds
	18	„ „ ..	10	700	4	0	31		10	Haxworth, Allatt & Co.	London
							32		10	Hutchinson, Whiteley & Co.	Leeds
Dec.	18	„ „ ..	10	182	10	0	33	Aug.	10	Brandram, Reeves & Co.	Huddersfield
	18	„ „ ..	10	320	0	0	34		10	Chamberlain & Son	Manchester
	18	„ „ ..	10	1010	0	0	35		10	Wooller, Flocks & Co.	Bradford
	18	„ „ ..	10	411	4	0	36		10	Broadbent & Watkinson	Huddersfield
							37	Sept.	10	Brandram, Reeves & Co.	Huddersfield
							38		10	Chamberlain & Son	Manchester
							39		10	Wooller, Flocks & Co.	Bradford
							40		10	Broadbent & Watkinson	Huddersfield
							41	Oct.	10	Chamberlain & Son	Manchester
							42		10	Wooller, Flocks & Co.	Bradford
							43		10	Montague, Barker & Co.	Leeds
							44		10	Haxworth, Allatt & Co.	London
							45	Nov.	10	Wooller, Flocks & Co.	Bradford
							46	Dec.	10	Chamberlain & Son	Manchester

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Payable. Cr. 1

Months.	Payable at.	Due Date. Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Led. Fo.	Discount.			Amount.		
6	Smith, Payne & Smiths.....	13	..	..	..	..	..	..	..	..	..	..	..	Posted to Old Ledger.		..		750	18	10
4	,, ...	13	..	..	..	..	..	..	..	..	..	..	..			..		475	8	2
4	,, ...	..	13	..	..	..	..	..	..	..	..	..	..			..		952	8	1
4	,, ...	..	13	..	..	..	..	..	..	..	..	..	..			..		1297	16	8
4	,, ...	..	..	13	..	..	..	..	..	..	..	..	..			..		250	10	8
4	,, ...	..	..	13	..	..	..	..	..	..	..	..	..			..		562	10	11
4	,, ...	..	..	13	..	..	..	..	..	..	..	..	..			..		316	5	7
4	,, ...	..	..	..	13	..	..	..	..	..	..	..	..			..		2622	9	1
																		7228	7	7
4	Smith, Payne & Smiths.....	..	..	..	..	13	..	..	..	..	..	..	..	4	0	0	3	557	18	0
4	,, ...	..	..	..	..	13	..	..	..	..	..	..	..	6	0	0	10	426	9	0
4	,, ...	..	..	..	..	..	13	..	..	..	..	..	..	1	0	0	6	170	9	0
4	,, ...	..	..	..	..	..	13	..	..	..	..	..	..	3	0	2	4	321	0	0
4	,, ...	..	..	..	..	..	13	..	..	..	..	..	..	5	0	7	8	842	0	0
4	,, ...	..	..	..	..	..	13	..	..	..	..	..	..	6	0	0	10	546	4	0
4	,, ...	..	..	..	..	..	..	13	..	..	..	..	..	3	0	11	5	271	0	0
4	,, ...	..	..	..	..	..	..	13	..	..	..	..	..	5	0	13	9	886	0	0
4	,, ...	..	..	..	..	..	..	13	..	..	..	..	..	6	0	0	3	304	2	0
													NL	22	2	2	10	4275	2	0
4	Smith, Payne & Smiths.....	..	..	..	..	..	..	..	13	..	..	..	..	1		..		100	17	0
4	,, ...	..	..	..	..	..	..	..	13	..	..	..	..	3	0	7	9	113	0	0
4	,, ...	..	..	..	..	..	..	..	13	..	..	..	..	5	0	16	11	1068	0	0
4	,, ...	..	..	..	..	..	..	..	13	..	..	..	..	6	0	0	6	324	2	0
4	,, ...	..	..	..	..	..	..	..	13	..	..	..	..	4	0	0	10	401	0	0
4	,, ...	..	..	..	..	..	..	..	13	..	..	..	..	17		..		200	11	0
4	,, ...	..	..	..	..	..	..	..	..	13	..	..	..	1		..		119	10	0
4	,, ...	..	..	..	..	..	..	..	..	13	..	..	..	5	0	15	9	368	0	0
4	,, ...	..	..	..	..	..	..	..	..	13	..	..	..	6		..		526	17	8
4	,, ...	..	..	..	..	..	..	..	..	..	13	..	..	1		..		270	1	8
4	,, ...	..	..	..	..	..	..	..	..	..	13	..	..	3	0	6	1	284	0	0
													NL	22	2	7	10	3770	19	4
4	Smith, Payne & Smiths.....	..	..	..	..	..	..	..	..	..	..	13	..	5	0	4	9	1231	0	0
4	,, ...	..	..	..	..	..	..	..	..	..	..	13	..	4	0	0	3	359	0	0
4	,, ...	..	..	..	..	..	..	..	..	..	..	13	..	17		..		700	4	0
6	,, ...	13	..	..	..	..	..	..	..	..	..	..	..	19		..		640	5	0
4	,, ...	..	..	..	..	..	..	..	..	..	..	..	13	1		..		183	10	0
4	,, ...	..	..	..	..	..	..	..	..	..	..	..	13	3	0	11	7	380	0	0
4	,, ...	..	..	..	..	..	..	..	..	..	..	..	13	5	0	13	1	1010	0	0
4	,, ...	..	..	..	..	..	..	..	..	..	..	..	13	6	0	0	9	411	4	0
4	,, ...	13	..	..	..	..	..	..	..	..	..	..	..	1		..		79	18	2
4	,, ...	13	..	..	..	..	..	..	..	..	..	..	..	3	0	5	6	113	0	0
4	,, ...	13	..	..	..	..	..	..	..	..	..	..	..	5	0	1	7	2065	0	0
4	,, ...	13	..	..	..	..	..	..	..	..	..	..	..	6		..		612	10	11
													NL	22	1	17	8	6884	12	1
4	Smith, Payne & Smiths.....	..	13	..	..	..	..	..	..	..	..	..	..	3	0	1	6	441	0	0
4	,, ...	..	13	..	..	..	..	..	..	..	..	..	..	5	0	11	5	684	0	0
4	,, ...	..	13	..	..	..	..	..	..	..	..	..	..	4		..		339	0	0
4	,, ...	..	13	..	..	..	..	..	..	..	..	..	..	17		..		800	17	0
4	,, ...	..	..	13	..	..	..	..	..	..	..	..	..	5		..		1403	18	0
4	,, ...	..	..	..	13	..	..	..	..	..	..	..	..	3	0	3	5	174	0	0
													NL	22	0	16	4	3842	15	0

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1 *Dr.* Bills

No.	Date Recvd.		Received from.	Town.	Payable at.	Date Drawn.		Months.
	1883					1883		
1	Aug.	23	Bragg, J. B. & Co. (Drawees—Houston & Jones)	New York....	National Bank, London.....	Aug.	9	6
2	Oct.	9	Colefax & Denham	Leeds.....	London and County Bank	Oct.	9	4
3	Nov.	11	Barnett & Son	Birmingham	Birmingham & Midland Bankg.Co.	Nov.	11	4
	1884					1884		
4	Jan.	4	Richardson & Clark	London	London & Westminster Bank	Jan.	4	4
5	Feb.	8	Colefax & Denham.....	Leeds.....	London & County Bank.....	Feb.	8	4
6		2	Harrop, J. & Sons. Promissory Notes	Halifax	Halifax Joint Stock Bank		2	3
7		2	Do. (Secured by Richard Barton,		Do.		2	6
8		2	Do. Hightown, Yorks.)		Do.		2	9
9		2	Do.	,,	Do.		2	12
10	Mar.	8	Colefax & Denham	Leeds.....	London & County Bank	Mar.	8	4
11		15	Barnett & Son	Birmingham	Birmingham & Midland Bankg.Co.		15	4
12	April	12	Bentley & Robinson ..... (Acceptor—Barnard & West, Bristol; Drawers—Bentley & Robinson)	Stroud	West of England Bank	April	12	4
13	May	8	Colefax & Denham.....	Leeds.....	London & County Bank.....	May	8	4
14		15	Barnett & Son	Birmingham	Birmingham & Midland Bankg.Co.		15	4
15	June	4	Richardson & Clark	London	London and Westminster Bank..	June	4	4
16		15	Bragg, J. B. & Co. ..... (Drawees—Houston & Jones)	New York....	National Bank, London.....		15	6
17		15	Barnett & Son	Birmingham	Birmingham & Midland Bankg.Co.		15	4
18	July	4	Richardson & Clark	London	London and Westminster Bank..	July	4	4
19		8	Colefax & Denham	Leeds.....	London and County Bank		8	4
20		15	Bragg, J. B. & Co. ..... (Drawees—Houston & Jones)	New York....	National Bank, London		15	6
21	Aug.	4	Richardson & Clark	London	London and Westminster Bank..	Aug.	4	4
22		10	Stocks & Bolt	Birmingham	Lloyds & Barnett's Banking Co..		10	4
23		15	Bragg, J. B. & Co. ..... (Drawees—Houston & Jones)	New York....	National Bank, London.....		15	6
24	Sep.	15	Do. Do.	Do.	Do.	Sept.	15	6
25	Nov.	8	Colefax & Denham	Leeds.....	London and County Bank	Nov.	8	4
26		15	Barnett & Son	Birmingham	Birmingham & Midland Bankg.Co.		15	4
27	Dec.	12	Stocks & Bolt (Renewal of No. 22)....	Birmingham	Lloyds & Barnett's Banking Co..	Dec.	12	2
28		15	Bragg, J. B. & Co. ..... (Drawees—Houston & Jones)	New York....	National Bank, London.....		15	6
29		15	Barnett & Son	Birmingham	Birmingham & Midland Bankg.Co.		15	4

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Receivable. Cr. 1

Due Date. Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Discounted with.	Led. Fo.	Discount & Allowances.	Amount.	Date when Cash Recvd.	Cash Book Folio.	Amount of Cash Received.
															1884			
..	12	..	..	..	..	..	..	..	..	..	..	Hudd. Bank	Posted to Old Ledger.	..	1430 14 1	Jan. 4 By Cash	1	1430 14 1
..	12	..	..	..	..	..	..	..	..	..	..	,,		..	1310 1 2	4 ,, ,,	1	1310 1 2
..	..	14	..	..	..	..	..	..	..	..	..	,,		..	3576 18 3	10 ,, ,,	1	3576 18 3
															6317 13 6			6317 13 6
..	..	..	..	7	..	..	..	..	..	..	..	Hudd. Bank	2	0 1 8	982 0 0	Feb. 10 By Cash	2	982 0 0
..	..	..	..	..	11	..	..	..	..	..	..	,,	7	0 5 6	1005 10 0	9 ,, ,,	2	1005 10 0
..	..	..	..	5	..	..	..	..	..	..	..	,,	12	..	7 10 7			
..	..	..	..	..	..	..	5	..	..	..	..	,,	12	..	7 10 8			
..	..	..	..	..	..	..	..	..	..	5	..	,,	12	..	7 10 8	Mar. 10 ,, ,,	2	30 2 7
..	5	..	..	..	..	..	..	..	..	..	..	,,	12	..	7 10 8			
..	..	..	..	..	..	11	..	..	..	..	..	Natnl. Dis. Co.	7	0 7 9	1261 10 0	17 Discount	3	2511 10 0
..	..	..	..	..	..	18	..	..	..	..	..	,,	6	0 15 9	1250 0 0	20 : 18 : 7		
												NL	21	1 10 8	4479 2 7			4479 2 7
..	..	..	..	..	..	..	15	..	..	..	..	Hudd. Bank	13	0 0 8	286 18 0	April 14 By Cash	4	286 18 0
..	..	..	..	..	..	..	..	11	..	..	..	,,	7	0 11 3	1077 0 0	May 9 ,, ,,	5	1077 0 0
..	..	..	..	..	..	..	..	18	..	..	..	,,	6	0 18 0	1125 0 0	16 ,, ,,	5	1125 0 0
..	..	..	..	..	..	..	..	..	7	..	..	,,	2	1 10 7	1116 0 0	June 6 ,, ,,	5	1116 0 0
..	..	..	..	..	..	..	..	..	..	..	18	,,	5	0 10 8	2496 0 0	Sept. 16 ,, ,,	8	2496 0 0
..	..	..	..	..	..	..	..	..	18	..	..	,,	6	0 4 3	823 10 0	20 ,, ,,	8	823 10 0
												NL	21	3 15 5	6874 8 0			6874 8 0
..	..	..	..	..	..	..	..	..	..	7	..	Hudd. Bank	2	0 8 3	174 0 0	Nov. 3 By Cash	9	174 0 0
..	..	..	..	..	..	..	..	..	..	11	..	,,	7	0 4 10	157 0 0	7 ,, ,,	9	157 0 0
18	..	..	..	..	..	..	..	..	..	..	..	,,	5	0 11 1	4179 0 0	18 ,, ,,	10	4179 0 0
..	..	..	..	..	..	..	..	..	..	..	7	,,	2	0 5 11	63 10 0	Dec. 4 ,, ,,	10	63 10 0
..	..	..	..	..	..	..	..	..	..	..	13	,,	18	..	347 8 6	9 ,, ,,	10	347 8 6
..	18	..	..	..	..	..	..	..	..	..	..	,,	5	0 5 4	524 0 0			
..	..	18	..	..	..	..	..	..	..	..	..	,,	5	0 5 6	528 0 0			
												NL	21	2 0 11	5972 18 6			
..	..	11	..	..	..	..	..	..	..	..	..	Hudd. Bank	7	0 16 2	2430 0 0			
..	..	18	..	..	..	..	..	..	..	..	..	,,	6	0 2 4	4175 0 0			
..	15	..	..	..	..	..	..	..	..	..	..	,,	18	..	850 6 4			
..	..	..	..	..	18	..	..	..	..	..	..	,,	5	0 6 11	1166 0 0			
..	..	..	18	..	..	..	..	..	..	..	..	,,	6	0 3 7	598 0 0			
												NL	21	1 9 0	8719 6 4			

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THE NOMINAL LEDGER,

pages 152 to 169.

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1 Dr. Material

1884 Jan.	1	To Stock on hand					13950	10	5
Mar.	31	„ Sundries, per Purchases Day Book	2	9643	1	0			
June	30	„ „ „	4	9491	2	5			
Sept.	30	„ „ „	5	10926	16	1			
Dec.	31	„ „ „	6	8884	3	5			
							38645	2	11
		52595 : 13 : 4							
1885 Jan.	1	To Stock on hand					14560	19	0

2 Dr. Dyewares

1884 Jan.	1	To Stock on hand					781	3	6
Mar.	31	„ Sundries, per Purchases Day Book	2	536	2	6			
June	30	„ „ „	4	539	4	6			
Sept.	30	„ „ „	5	563	17	8			
Dec.	31	„ „ „	6	899	1	1			
							2518	5	9
		3299 : 9 : 8							
1885 Jan.	1	To Stock on hand					690	8	5

3 Dr. Chemicals, Soap, Size,

1884 Jan.	1	To Stock on hand					313	7	8
Mar.	31	„ Sundries, per Purchases Day Book	2	200	11	0			
June	30	„ „ „	4	700	4	0			
Sept.	30	„ „ „	5	800	17	0			
							1701	12	0
		2014 . 19 : 8							
1885 Jan.	1	To Stock on hand					406	9	8

4 Dr. Outwork

1884 Mar.	31	To Sundries, per Purchases Day Book	2	1888	11	9			
June	30	„ „ „	4	1214	1	10			
Sept.	30	„ „ „	5	1350	3	9			
Dec.	31	„ „ „	6	847	1	1			
							5299	18	5
	31	„ *Reserve for Accounts not rendered*					95	17	8
		5395 : 16 : 1							

5 Dr. Sacking Materials

1884 Jan.	1	To Stock on hand					80	2	4
Mar.	31	„ Sundries, per Purchases Day Book	2	109	15	0			
June	30	„ „ „	4	111	13	1			
Sept.	30	„ „ „	5	23	6	8			
Dec.	31	„ Cash (String)	11	1	17	0			
							246	11	9
		326 : 14 : 1							
1885 Jan.	1	To Stock on hand					100	16	8

6 Dr. Commission (or Country)

1884 Dec.	31	To Trading Account .. .. PL	10				864	11	8

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Account. Cr. 1

1884										
Mar.	31	By Sundries, per Returns Purchases Day Book	1	275	13	10			
June	30	„ „ Mill Sales Day Book	1	357	19	1			
Sept.	30	„ „ Returns Purchases Day Book	1	34	16	1			
Dec.	31	„ „ Mill Sales Day Book	1	396	9	9			
							1064	18	9
	31	„ *Stock on hand carried down*					14560	19	0
	31	„ *Trading Account*	PL	10			86969	15	7
		52595 : 13 : 4							

Account. Cr. 2

1884								
Dec.	31	By Sundries, per Returns Purchases Day Book	1				209	2	3
	31	„ *Stock on hand carried down*					690	8	5
	31	„ *Trading Account*	PL	10			2399	18	7
		3299 : 9 : 3							

Oil, &c., Account. Cr. 3

1884								
Dec.	31	*By Stock on hand carried down*					406	9	8
	31	„ *Trading Account*	PL	10			1608	10	0
		2014 : 19 : 8							

Account. Cr. 4

1884									
Jan.	1	*By Reserve for Accounts not rendered*					77	19	6
Mar.	31	„ Sundries, per Returns Purchases Day Book	1	10	15	0			
June	30	„ „ „ „	1	45	17	8			
							56	12	8
Dec.	31	„ *Trading Account*	PL	10			5261	3	11
		5395 : 16 : 1							
1885									
Jan.	1	*By Reserve for Accounts not rendered*					95	17	8

Account. Cr. 5

1884									
Dec.	31	*By Stock on hand carried down*					100	16	8
	31	„ *Trading Account*	PL	10			225	17	5
		326 : 14 : 1							

Work Account. Cr. 6

1884									
June	30	By Sundries, per Mill Sales Day Book	1	175	10	0			
Sept.	30	„ „ „ „	1	79	18	6			
Dec.	31	„ „ „ „	1	109	3	2			
							364	11	8

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7 Dr. Carriage

1884									
Jan.	7	To Cash, London and North Western	1	53	1	8			
	7	„ „ Midland	1	30	16	4			
Feb.	5	„ „ „	2	35	7	2			
	7	„ „ London and North Western	2	37	9	8			
Mar.	4	„ „ Midland	2	29	18	6			
	7	„ „ London and North Western	2	39	18	2			
							235	11	6
April	9	„ „ London and North Western	4	79	14	7			
May	6	„ „ „ „	4	41	7	2			
	9	„ „ Midland	4	45	8	4			
June	7	„ „ „	5	76	13	6			
							243	3	7
July	4	„ „ Midland	6	43	10	6			
	6	„ „ London and North Western	6	44	10	7			
Aug.	10	„ „ Midland	7	86	14	8			
Sept.	5	„ „ London and North Western	8	67	17	10			
							242	13	7
Oct.	4	„ „ Midland	9	39	18	6			
	7	„ „ London and North Western	9	40	1	6			
Nov.	5	„ „ „ „	9	78	5	8			
Dec.	4	„ „ Midland	10	37	18	4			
	9	„ „ London and North Western	10	40	1	7			
							236	5	7
	31	„ *Reserve for December Accounts owing*					80	0	0
		1027 : 14 : 8							

8 Dr. Mill Wages

1884									
Jan.	14	To Cash	1	827	18	4			
	28	„ „	1	801	15	6			
Feb.	11	„ „	2	851	18	2			
	25	„ „	2	836	17	1			
Mar.	11	„ „	2	843	18	1			
	25	„ „	3	864	17	6			
							5127	4	8
April	8	„ „	4	807	16	2			
	22	„ „	4	808	17	4			
May	6	„ „	4	820	0	6			
	20	„ „	5	808	5	9			
June	3	„ „	5	806	18	3			
	17	„ „	5	801	8	4			
							4858	6	4
July	1	„ „	6	859	1	9			
	15	„ „	7	860	17	10			
	29	„ „	7	865	8	4			
Aug.	12	„ „	7	838	6	7			
	26	„ „	8	851	6	8			
Sept.	9	„ „	8	848	7	6			
	23	„ „	8	834	5	8			
							5888	14	4
Oct.	7	„ „	9	860	6	7			
	21	„ „	9	834	8	3			
Nov.	4	„ „	9	865	17	9			
	18	„ „	10	806	1	5			
Dec.	2	„ „	10	850	4	3			
	16	„ „	11	837	0	5			
	30	„ „	11	806	8	4			
							5080	7	0
		21749 : 12 : 4							

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Account. Cr. 7

1884									
Jan.	1	By Reserve for December Accounts owing					85	0	0
Dec.	31	„ Trading Account .. .. PL	10				942	14	8
		1027 : 14 : 8							
1885									
Jan.	1	By Reserve for December Accounts Owing					80	0	0

Account. Cr. 8

1884									
Dec.	31	By Transfer to Stables Account, Carter's and Teamer's Wages .. .. NL	18	100	0	0			
	31	„ Transfer to Motive Power Account, Engineers' and Firemen's Wages .. .. .. NL	10	300	0	0			
	31	„ Trading Account, Section I., Mill Hands.. PL	10	19816	9	8			
	31	„ „ Section II., Mill Managers PL	10	1000	0	0			
	31	„ „ Section II., Mechanics, Joiners, and Plumbers .. PL	10	405	14	9			
	31	„ „ Section II., Watchmen and Timekeepers .. .. PL	10	127	8	4			
							21749	12	4

NOTE.—Wages paid to workmen engaged in renewing parts of machinery or in erecting new machinery, or in any work of special character, may be transferred to the nominal accounts to which the work respectively relates.

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9 Dr. Sales

1884										
Jan.	31	To Sundries, per Returns Sales Day Book	1	313	15	5			
Feb.	28	,, ,, ,, ,, ...	1	190	15	5			
Mar.	31	,, ,, ,, ,, ...	1	275	7	10			
	31	,, Allowances, per Cash Book	8	1	6	0			
							781	4	8
April	30	,, Sundries, per Returns Sales Day Book	1	288	14	6			
May	31	,, ,, ,, ,, ...	1	169	3	9			
June	30	,, ,, ,, ,, ...	1	247	4	0			
	30	,, Allowances, per Cash Book	6	8	11	1			
							603	13	4
July	31	,, Sundries, per Returns Sales Day Book	1	209	17	8			
Aug.	31	,, ,, ,, ,, ...	2	264	1	8			
Sept.	30	,, ,, ,, ,, ...	2	235	7	8			
	30	,, Allowances, per Cash Book	8	9	10	2			
							768	17	2
Oct.	31	,, Sundries, per Returns Sales Day Book	2	366	11	4			
Nov.	30	,, ,, ,, ,, ...	2	318	1	9			
Dec.	31	,, ,, ,, ,, ...	2	222	12	5			
	31	,, Allowances, per Cash Book	11	9	6	1			
							918	11	7
	31	,, *Trading Account, Patterns* .. .. .. *PL*	10	652	5	1			
	31	,, ,, *General* .. .. .. *PL*	10	93068	18	6			
							93721	3	7
		96858 : 10 : 4							

10 Dr. Motive Power

1884									
Jan.	1	*To Stock of Coal, Tallow, Oil, &c.*			..		48	10	0
Feb.	9	,, Cash, Cleaning Flues	2	2	0	0			
Mar.	31	,, Sundries, per Purchases Day Book	2	441	16	10			
							443	16	10
June	30	,, ,, ,, ,, ...	4		..		488	7	9
July	26	,, Cash, Cleaning Flues	7	1	10	0			
Sept.	30	,, Sundries, per Purchases Day Book	5	426	0	2			
							427	10	2
Oct.	24	,, Cash, Cleaning Flues	9	2	0	0			
Dec.	31	,, Sundries, per Purchases Day Book	6	396	3	6			
							398	3	6
	31	,, *Transfer from Wages a/c, Engineers' and Firemen's Wages* .. .. *NL*	8		..		300	0	0
		2051 : 8 : 8							
1885									
Jan.	1	*To Stock of Coal, Tallow, Oil, &c.*			..		55	0	0

11 Dr. Rent, Rates, Taxes, Gas and

1884									
Jan.	3	To Cash, Mill Rent to Dec. 31st, 1883	1	1300	0	0			
	6	,, ,, Gas ,, ...	1	50	8	1			
	14	,, ,, Northern Insurance Co., 11574, to Jan. 1st, 1885 ..	1	85	17	2			
	14	,, ,, Royal ,, 24561, ,, ..	1	25	6	8			
							1461	11	6
April	20	,, ,, Poor Rate to March 31st, 1885	4		..		221	6	4
July	8	,, ,, Mill Rent to June 30th	6	1300	0	0			
	25	,, ,, Gas Rent to June 30th	7	57	0	2			
							1357	0	2
Nov.	25	,, ,, Borough Rate to Oct. 1st, 1885	10		..		501	16	2
Dec.	31	,, *Reserve for amounts owing, viz :—*							
		,, 6 *months' Rent to Dec. 31st*.....		1300	0	0			
		,, 6 *months' Gas, estimated*		50	0	0			
				1350	0	0			
		Less proportion of Rates paid in advance, viz :—							
		8 *months' Poor Rate* 55 6 7							
		9 *months' Borough Rate*..... 376 7 0		431	13	7	918	6	5
		4460 : 0 : 7							

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Account. Cr. 9

1884								
Jan.	31	By Sundries, per Sales Day Book	1	10486	6	7		
Feb.	28	,, ,, ,, ...	1	7409	8	8		
Mar.	31	,, ,, ,, ...	2	7190	6	8		
	31	,, ,, (Pattern) Sales Day Book	2	310	0	6		
							25395	17 0
April	30	,, ,, Sales Day Book	2	7482	17	2		
May	31	,, ,, ,, ...	3	9801	9	1		
June	30	,, ,, ,, ...	3	9978	12	7		
							27262	18 10
July	31	,, ,, ,, ...	4	7708	12	6		
Aug.	31	,, ,, ,, ...	4	6675	15	5		
Sept.	30	,, ,, ,, ...	4	4751	10	11		
	30	,, ,, (Pattern) Sales Day Book	4	342	4	7		
							19478	3 5
Oct.	31	,, ,, Sales Day Book	5	6054	8	2		
Nov.	30	,, ,, ,, ...	5	7598	10	3		
Dec.	31	,, ,, ,, ...	5	11078	12	8		
							24721	11 1
		96858 : 10 : 4						

Account. Cr. 10

1884								
Dec.	31	*By Stock of Coal, Tallow, Oil, &c.*			..		55	0 0
	31	,, *Trading Account* .. .. *PL*	10		..		1996	8 3
		2051 : 8 : 3						

Insurance (Mill) Account. Cr. 11

1884								
Jan.	1	*By Reserve for Amounts owing*			..		920	15 0
Dec.	31	,, *Trading Account* .. .. *PL*	10		..		3539	5 7
		4460 : 0 : 7						
1885								
Jan.	1	*By Reserve for Amounts owing*			..		918	6 5

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12 Dr. Mill Furnishings, Repairs and

				Woollen Carding and Spinning.			Worsted Combing and Spinning.			Weaving.			Dyeing.			Finishing.			Store.			Total.		
1884 Jan.	1	*To Stock*		89	0	3	105	2	1	244	3	0	23	6	2	70	11	0	142	12	6	674	15	0
Mar.	20	„ Cash (Shuttles)	3		..			..		5	3	0		..			..			..		5	3	0
	31	„ Sundries, per Purchases Day Book	2	39	0	5	56	6	0	66	7	5	22	6	10	67	10	0	106	2	1	354	12	2
May	4	„ Cash (Brushes)	4	3	4	2		..			..			..			..			..		3	4	2
June	5	„ „ (Healds)	5		..			..		10	15	0		..			..			..		10	15	0
	30	„ Sundries, per Purchases Day Book	4	98	0	7	120	2	8	127	4	1	52	6	0	86	5	6	197	7	6	676	6	4
Sept.	30	„ „ „ „	5	38	12	0	76	7	8	59	0	3	20	10	1	35	12	0	28	6	0	258	8	0
Oct.	12	„ Cash (Wire Baskets)	9		..		2	10	6		..			..			..			..		2	10	6
Dec.	31	„ Sundries, per Purchases Day Book	6	35	10	2	67	8	4	117	5	2	6	7	3	32	4	7	64	2	5	323	17	11
				298	7	7	427	17	3	629	17	11	124	16	4	292	3	1	535	10	6	2308	12	8
1885 Jan.	1	*To Stock*		118	6	1	131	17	5	97	10	0	47	9	11	88	7	5	174	5	2	657	16	0

13 Dr. Stables

1884 Jan.	1	*To Valuation at this date*			..		220	0	0
Feb.	4	„ Cash, I. Robson, new Horse	2	60	0	0			
Mar.	31	„ Sundries, per Purchases Day Book	2	25	14	10			
							85	14	10
June	7	„ Cash, Blacksmith	5	3	18	6			
	30	„ Sundries, per Purchases Day Book	4	20	17	9			
							24	16	3
Sept.	30	„ „ „	5		..		17	10	4
Dec.	2	„ Cash, Blacksmith	10	4	2	6			
	31	„ Sundries, per Purchases Day Book	6	25	10	1			
							29	13	7
	31	„ *Transfer from Wages Account, Carter's and Teamer's Wages* .. .. *NL*	8		..		100	0	0
		477 : 14 : 0							
1885 Jan.	1	*To Valuation at this date*			..		225	0	0

14 Dr. Repairs to Mill Buildings

1884 April	8	To Cash, J. Bottomley	4		..		37	8	10
July	7	„ „ H. Roberts	6		..		79	16	8
Oct.	9	„ „ J. Bottomley	9	54	1	6			
Dec.	7	„ „ J. Sykes	10	3	10	0			
							57	11	6
		174 : 16 : 7							

15 Dr. Cards Purchases

1884 Mar.	31	To Sundries, per Purchases Day Book	2		..		54	0	6
June	30	„ „ „	4		..		269	4	8
Aug.	28	„ Cash (Cards Nailing)	7	3	4	2			
Sept.	30	„ Sundries, per Purchases Day Book	5	365	3	0			
							368	7	2
Nov.	12	„ Cash (Cards Nailing)	10	5	6	0			
Dec.	31	„ Sundries, per Purchases Day Book	6	325	2	8			
							330	8	8
		1029 : 1 : 0							

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Renewals to Machinery Account. Cr. 12

				Woollen Carding and Spinning.			Worsted Combing and Spinning.			Weaving.			Dyeing.			Finishing.			Store.			Total.		
1884 Mar.	31	By Sundries, per Mill Sales Day Book	1		..			..		2	15	8		..			..			..		2	15	8
June	30	„ Sundries, per Returns Purchases Day Book ..	1	20	1	0	7	17	4		..			..			..			..		27	18	4
Sept.	30	„ Sundries, per Mill Sales Day Book	1		..			..		10	14	0		..			..			..		10	14	0
Dec.	31	„ Sundries, per Returns Purchases Day Book ..	1		..			..			..		7	4	1		..			..		7	4	1
	31	*Stock carried down*.....		118	6	1	131	17	5	97	10	0	47	9	11	88	7	5	174	5	2	657	16	0
	31	*Trading Account* .....PL	10	160	0	6	288	2	6	518	18	8	70	2	4	208	15	8	361	5	4	1602	4	7
				298	7	7	427	17	8	629	17	11	124	16	4	292	3	1	535	10	6	2308	12	8

Account. Cr. 13

1884 Dec.	31	By *Valuation at this date*			..		225	0	0
	31	„ *Trading Account—Mill* .. .. .. *PL*	10	140	0	0			
	31	„ „ *Warehouse* .. .. *PL*	10	112	14	0			
							252	14	0
		477 : 14 : 0							

Account. Cr. 14

1884 Dec.	31	By *Trading Account* .. .. *PL*	10		..		174	16	7

Account. Cr. 15

1884 Dec.	31	*By Transfer to Discounts Account, 10 per cent.* *NL*	22		..		102	4	0
	31	„ „ *Private Ledger*—							
		* *Woollen* .. .. *PL*	2	411	8	0			
		* *Worsted* .. .. *PL*	2	508	9	0			
							919	17	0
		1022 : 1 : 0							

* As the purchases of cards are not usually very numerous, the purchases of woollen or worsted cards may be dissected at the date of stock-taking, or if preferred they may be set out in distinct columns both in the Purchases Day Book and Nominal Ledger Account.

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16 *Dr.* Incidental

1884				Mill.			Warehouse.		
Jan.	1	To Cash, Petty Cash	1		..		13	10	0
	1	„ „ Christmas Gifts	1	10	0	0	5	0	0
	18	„ „ Petty Cash	1	6	0	0			
Feb.	4	„ „ „	2	12	10	0			
	14	„ „ J. Ainley, Whitewashing	2	10	17	10			
	17	„ „ Petty Cash	2		..		10	10	6
	24	„ „ D. Jones, Desk Repairing	2		..		1	5	7
Mar.	6	„ „ Fire Brigade Subscription	2	2	2	0			
	9	„ „ Armitage & Norton	2		..		45	0	0
	13	„ „ Petty Cash	3	12	5	0			
	15	„ „ Preston & Co., Stationery	3		..		2	10	6
	27	„ „ Petty Cash	3		..		13	0	0
	31	„ Sundries, per Purchases Day Book	2	18	2	11			
April	4	„ Cash, Certifying Surgeon	4	4	16	0			
	15	„ „ Petty Cash	4	18	0	0			
	27	„ „ „	4	10	0	0			
May	2	„ „ Exchange Subscription	4		..		1	1	0
	17	„ „ Petty Cash	5		..		21	0	0
	27	„ „ „	5	19	0	0			
June	18	„ „ „	5	23	0	0			
	19	„ „ J. Brown, Painting Warehouse	5		..		7	13	6
	30	„ Sundries, per Purchases Day Book	4	17	8	0			
July	4	„ Cash, Petty Cash	6	6	0	0			
	9	„ „ „	6		..		10	0	0
	21	„ „ „	7	17	0	0			
Aug.	5	„ „ Certifying Surgeon	7	4	18	0			
	10	„ „ Petty Cash	7		..		10	0	0
	21	„ „ D. Jones, Sundry Repairs	7	1	15	5			
Sept.	1	„ „ Petty Cash	8		..		16	0	0
	26	„ „ Infirmary Subscription	8	10	10	0			
	27	„ „ Petty Cash	8		..		5	10	0
Oct.	19	„ „ „	9	21	0	0			
	26	„ „ „	9		..		5	0	0
Nov.	2	„ „ Trade Association Subscription	9		..		3	5	0
	3	„ „ Petty Cash	9		..		14	0	0
	26	„ „ „	10	20	0	0			
Dec.	21	„ „ „	11		..		17	0	0
	31	„ Sundries, per Purchases Day Book	6	28	8	7			
	31	„ *Reserve for Accounts owing*		29	5	7	20	14	5
				302	14	4	222	0	0
		524 : 14 : 4							

17 *Dr.* Rent, Rates, Taxes, Gas and Insurance

1884									
Jan.	6	To Cash, Gas to Dec. 31st, 1883	1	5	3	10			
	14	„ „ Atlas Fire Insurance Co., 47856, to Jan. 1st, 1885 ..	1	17	9	5			
	23	„ „ Water Rate, 6 months, to July 1st, 1884	1	7	6	2			
							29	19	5
April	8	„ „ R. Burgess, 6 months' Rent, due March 31st ..	4	128	5	0			
	20	„ „ Poor Rate to March 31st, 1885	4	16	8	4			
							144	13	4
July	8	„ „ Water Rate, 6 months ending Jan. 1st, 1885 ..	6	7	6	2			
	25	„ „ Gas to June 30th, 1884	7	5	0	2			
							12	6	4
Oct.	14	„ „ R. Burgess, 6 months' Rent, due Sept. 30th	9	128	5	0			
Nov.	25	„ „ Borough Rate to Oct. 1st, 1885	10	49	4	6			
							177	9	6
Dec.	31	„ *Reserve for amounts owing, viz :—*							
		3 *months' Rent* 64 2 6							
		6 *months' Gas* 5 0 0		69	2	6			
		Less—9 *months' Borough Rate*..... 36 18 0							
		3 *months' Poor Rate* 4 2 1		41	0	1	28	2	5
		302 : 11 : 0							

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Expenses. Cr. 16

1884				Mill.			Warehouse.		
Jan.	1	By Reserve for Accounts owing		34	0	0	22	0	0
	31	„ Trading Account	PL 10	268	14	4	200	0	0
				302	14	4	222	0	0
		524 : 14 : 4							
1885 Jan.	1	By Reserve for Accounts owing		29	5	7	20	14	5

(Warehouse) Account. Cr. 17

1884									
Jan.	1	By Reserve for Amounts owing			..		29	10	0
Dec.	31	„ Trading Account	PL 10		..		363	1	0
		392 : 11 : 0							
1885 Jan.	1	By Reserve for Amounts owing			..		28	2	5

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18 Dr. Warehouse and Office

1884									
Feb.	8	To Cash	2	44	7	8			
	28	„ „	2	44	7	8			
Mar.	31	„ „	3	44	7	8			
							133	3	0
April	30	„ „	4	44	7	8			
May	31	„ „	5	44	7	8			
June	30	„ „	6	44	7	8			
							133	3	0
July	31	„ „	7	44	7	8			
Aug.	31	„ „	8	44	7	8			
Sept.	30	„ „	8	44	7	8			
							133	3	0
Oct.	31	„ „	9	44	7	8			
Nov.	30	„ „	10	44	7	8			
Dec.	31	„ „	11	44	7	8			
							133	3	0
		532 : 12 : 0							

19 Dr. Travellers' Salaries and

1884									
Feb.	8	To Cash	2	99	10	4			
	28	„ „	2	105	4	3			
Mar.	31	„ „	3	97	9	8			
							302	4	3
April	30	„ „	4	101	6	2			
May	31	„ „	5	104	2	1			
June	30	„ „	6	107	9	3			
							312	17	6
July	31	„ „	7	97	18	2			
Aug.	31	„ „	8	99	10	1			
Sept.	30	„ „	8	98	4	3			
							295	12	6
Oct.	31	„ „	9	103	2	9			
Nov.	30	„ „	10	101	7	9			
Dec.	31	„ „	11	103	4	1			
							307	14	7
		1218 : 8 : 10							

20 Dr. Bank Charges

1884									
June	30	To Cash	5	150	18	7			
Dec.	31	„ „	11	106	18	4			
							257	16	11

21 Dr. Discount on Sales

1884									
Mar.	31	To Sundries, per Cash Book	3	194	15	4			
	31	„ „ Bills Receivable Ledger	1	1	10	8			
							196	6	0
June	30	„ „ Cash Book	6	512	6	11			
	30	„ „ Bills Receivable Ledger	1	3	15	5			
							516	2	4
Sept.	30	„ „ Cash Book	8	480	12	9			
	30	„ „ Bills Receivable Ledger	1	2	0	11			
							482	13	8
Dec.	31	„ „ Cash Book	11	582	14	7			
	31	„ „ Bills Receivable Ledger	1	1	9	0			
							584	3	7
	31	„ *Reserve on Sundry Debtors in Sales Ledger viz.*: £20704 : 17 : 1			..		517	2	4
		2296 : 7 : 11							

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Salaries Account. Cr. 18

1884								
Dec.	31	By Trading Account	PL	10	..	532	12	0

Expenses Account. Cr. 19

1884								
Dec.	31	By Trading Account	PL	10	..	1218	8	10

Account. Cr. 20

1884								
Dec.	31	By Trading Account	PL	10	..	257	16	11

Account. Cr. 21

1884								
Jan.	1	By Reserve on Sundry Debtors (£20159 : 14 : 4) ..			..	504	0	0
Sept.	30	„ Sundries, per Cash Book		8	..	0	5	6
Dec.	31	„ „ „		11	..	2	17	10
	31	„ Trading Account	PL	10	..	1789	4	7
						2296 : 7 : 11		
1885								
Jan.	1	By Reserve on Sundry Debtors			..	517	2	4

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22 Dr. Discount on Purchases

1884										
Jan.	1	*To Reserve on Sundry Creditors* (£5935 : 5 : 11) ..				..		148	8	4
June	30	„ Sundries, per Cash Book	6			..		11	10	6
Sept.	30	„ „ „	8			..		14	13	3
Dec.	31	„ „ „	11			..		11	0	6
	31	„ *Transfer from Cards Account*, 10 *per cent.* *NL*	15			..		102	4	0
	31	„ *Trading Account* .. .. *PL*	10			..		727	10	11
		1015 : 7 : 6								
1885										
Jan.	1	*To Reserve on Sundry Creditors*				..		192	9	10

23 Dr. Commission on Sales

1884										
Feb.	5	To Cash, John Alexander	2			..		54	7	6
May	6	„ „ „	4			..		86	6	1
July	9	„ „ „	6			..		51	14	0
Nov.	12	„ „ „	9	128	8	11				
Dec.	6	„ „ „	10	20	10	6				
								148	19	5
	31	„ *Reserve on Sales to date*				..		35	13	10
		374 : 0 : 10								

24 Dr. Bad Debts

1884										
Mar.	31	*To Jonas Harrop & Sons* .. .. .. *SL*	12	90	7	11				
Sept.	30	„ *Bentley & Robinson* .. .. *SL*	18	237	10	6				
								327	18	5
1885										
Jan.	1	*To estimated value of expected Dividends brought down, viz., Bentley & Robinson*				..		59	7	7

25 Dr. Plant and Machinery

1884										
Mar.	31	To Sundries, per Purchases Day Book	2			..		922	7	8
June	30	„ „ „	4			..		640	5	0
Sept.	30	„ „ „	5			..		30	0	0
Oct.	27	„ Cash, Tinker & Brown, 5 Looms	9	100	0	0				
	30	„ „ Removing and Fitting	9	10	5	6				
Dec.	31	„ Sundries, per Purchases Day Book	6	621	10	1				
								731	15	7
		2634 : 8 : 3								

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Account. Cr. 22

1884										
Mar.	31	By Sundries, per Cash Book	3	158	2	11			
	31	„ „ Bills Payable Ledger	1	2	2	10	160	5	9
June	30	„ „ Cash Book	6	170	9	6			
	30	„ „ Bills Payable Ledger	1	2	7	10	172	17	4
Sept.	30	„ „ Cash Book	8	233	1	10			
	30	„ „ Bills Payable Ledger	1	1	17	8	234	19	6
Dec.	31	„ „ Cash Book	11	253	18	9			
	31	„ „ Bills Payable Ledger	1	0	16	4	254	15	1
	31	„ *Reserve on Sundry Creditors* (£7700 : 1 : 6) ..			..		192	9	10
		1015 : 7 : 6							

Account. Cr. 23

1884									
Jan.	1	*By Reserve*			..		54	7	6
Dec.	31	„ *Trading Account* .. .. *PL*	10		..		319	13	4
		374 : 0 : 10							
1885									
Jan.	1	*By Reserve*			..		55	13	10

Account. Cr. 24

1884									
Dec.	5	By Cash, Bentley & Robinson, first Dividend of 10s. in the £..	10		..		118	15	8
	31	„ *Estimated value of expected Dividends carried down, viz., Bentley & Robinson*			..		59	7	7
	31	„ *Trading Account* .. .. *PL*	10		..		149	15	7
		327 : 18 : 5							

Purchases Account. Cr. 25

1884									
Mar.	31	By Sundries, per Mill Sales Day Book	1	27	10	0			
June	30	„ „ „	1	15	6	1			
Sept.	30	„ „ „	1	35	0	0	77	16	1
Dec.	31	„ *Transfer to Private Ledger* *							
		Woollen Spinning .. .. .. *PL*	1	501	6	3			
		Worsted Spinning	„	750	14	9			
		Weaving	„	490	10	6			
		Dyeing	„	220	9	6			
		Finishing	„	283	11	2			
							2246	12	2
		2324 : 8 : 3							

* The purchases of new plant are not usually very numerous, and the amounts belonging to the various departments may be dissected at the date of stock-taking, or if preferred the dissection may be made quarterly, and columns for the various departments may be provided in this Account.

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26 Dr. Summers, Benjamin,

1884																
Jan.	31	To Cash								1	250	0	0			
Feb.	28	„ „								2	246	5	0			
Mar.	31	„ „								3	220	0	0			
														716	5	0
April	11	„ „								4	10	0	0			
	30	„ „								4	140	0	0			
May	31	„ „								5	155	0	0			
June	11	„ „								5	175	0	0			
														480	0	0
July	22	„ „								7	240	0	0			
Aug.	24	„ „								8	120	0	0			
Sept.	15	„ „								8	224	10	0			
														584	10	0
Oct.	1	„ „								9	8	0	0			
	24	„ „								9	280	0	0			
Nov.	16	„ „								10	285	0	0			
Dec.	17	„ „								11	105	0	0			
														578	0	0
						2858 : 15 : 0										

27 Dr. Blackburn, William,

1884																
Jan.	31	To Cash								1	104	10	0			
Feb.	4	„ „								2	8	2	0			
	28	„ „								2	295	0	0			
Mar.	31	„ „								3	132	10	0			
														465	2	0
April	30	„ „								4	225	0	0			
May	14	„ „								5	170	0	0			
	24	„ „								5	5	0	0			
June	28	„ „								5	247	10	0			
														647	10	0
Aug.	8	„ „								7	320	0	0			
	8	„ „								7	7	0	0			
Sept.	27	„ „								8	232	0	0			
														559	0	0
Nov.	22	„ „								10	100	0	0			
Dec.	24	„ „								11	237	10	0			
														337	10	0
						2009 : 2 : 0										

28 Dr. Cash

1884																
Jan.	1	*To Balance of Cash in hand*												187	10	6
Mar.	31	„ Sundries, per Cash Book								3	5600	8	6			
June	30	„ „ „								6	6402	10	1			
Sept.	30	„ „ „								8	5684	10	0			
Dec.	31	„ „ „								11	6716	10	11			
						24591 : 5 : 0								24403	14	6
1885																
Jan.	1	*To Balance of Cash in hand*												117	7	10

29 Dr. Bank

1884																
Mar.	31	To Sundries, per Cash Book								3	19056	19	2			
June	30	„ „ „								6	22766	12	6			
Sept.	30	„ „ „								8	20948	8	7			
Dec.	31	„ „ „								11	26937	3	11			
														89709	4	2
1885																
Jan.	1	*To Balance in Bank*												122	9	9

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Drawings Account. Cr. 26

1884										
Dec.	31	*By Transfer to Capital Account*	PL	7		..		2358	15	0

Drawings Account. Cr. 27

1884										
Dec.	31	*By Transfer to Capital Account*	PL	8		..		2009	2	0

Account. Cr. 28

1884										
Mar.	31	By Sundries, per Cash Book	3	5788	0	2				
June	30	„ „ „	6	5584	10	9				
Sept.	30	„ „ „	8	6549	15	5				
Dec.	31	„ „ „	11	6551	10	10				
							24473	17	2	
	31	„ *Balance as per Cash Book carried down*				..	117	7	10	
		24591 : 5 : 0								

Account. Cr. 29

1884										
Jan.	1	*By Balance owing to Bank*				..	2150	16	6	
Mar.	31	„ Sundries, per Cash Book	3	19933	16	9				
June	30	„ „ „	6	20257	7	4				
Sept.	30	„ „ „	8	22026	6	8				
Dec.	31	„ „ „	11	24618	7	7				
							87435	17	11	
	31	„ *Balance as per Cash Book carried down*				..	122	9	9	
		89709 : 4 : 2								

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30 *Dr.* Contras

1884																	
Jan.	13	To Cash	1	730	0	0											
	27	„ „	1	1045	0	0											
Feb.	10	„ „	2	870	0	0											
	24	„ „	2	1000	0	0											
Mar.	10	„ „	2	850	0	0											
	24	„ „	3	1040	0	0											
															5535	0	0
April	7	„ „	4	850	0	0											
	21	„ „	4	970	0	0											
May	5	„ „	4	950	0	0											
	19	„ „	5	910	0	0											
June	2	„ „	5	800	0	0											
	16	„ „	5	830	0	0											
	30	„ „	5	1015	0	0											
															6315	0	0
July	14	„ „	7	840	0	0											
	28	„ „	7	980	0	0											
Aug.	11	„ „	7	860	0	0											
	25	„ „	8	990	0	0											
Sept.	8	„ „	8	845	0	0											
	22	„ „	8	985	0	0											
															5500	0	0
Oct.	6	„ „	9	870	0	0											
	20	„ „	9	1000	0	0											
Nov.	3	„ „	9	910	0	0											
	17	„ „	10	1050	0	0											
Dec.	1	„ „	10	890	0	0											
	15	„ „	11	845	0	0											
	29	„ „	11	950	0	0											
															6515	0	0
		23865 : 0 : 0															

31 *Dr.* Private Ledger

1884																	
Jan.	1	*To Sundry Debtor Balances in Private Ledger* ..			..										54873	18	11
Jan.	2	„ Cash	1	244	15	10											
Mar.	17	„ „	3	200	0	0											
	18	„ „	3	300	0	0											
															744	15	10
May	12	„ „	4	100	0	0											
															100	0	0
July	8	„ „	6	266	12	0											
Aug.	11	„ „	7	270	0	0											
Sept.	20	„ „	8	400	0	0											
															936	12	0
Oct.	13	„ „	9	750	0	0											
Nov.	18	„ „	10	170	0	0											
															920	0	0
Dec.	31	„ *Balance of items posted also in the Private Ledger*			..										24538	5	9
		82118 : 12 : 6															

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Account. Cr. 30

1884																	
Jan.	13	By Cash	1	730	0	0			
	27	„ „	1	1045	0	0			
Feb.	10	„ „	2	870	0	0			
	24	„ „	2	1000	0	0			
Mar.	10	„ „	2	850	0	0			
	24	„ „	3	1040	0	0			
							5535	0	0
April	7	„ „	4	850	0	0			
	21	„ „	4	970	0	0			
May	5	„ „	4	950	0	0			
	19	„ „	5	910	0	0			
June	2	„ „	5	800	0	0			
	16	„ „	5	820	0	0			
	30	„ „	6	1015	0	0			
							6315	0	0
July	14	„ „	6	840	0	0			
	28	„ „	7	980	0	0			
Aug.	11	„ „	7	860	0	0			
	25	„ „	7	990	0	0			
Sept.	8	„ „	8	845	0	0			
	22	„ „	8	985	0	0			
							5500	0	0
Oct.	6	„ „	9	870	0	0			
	20	„ „	9	1000	0	0			
Nov.	3	„ „	9	910	0	0			
	17	„ „	10	1050	0	0			
Dec.	1	„ „	10	890	0	0			
	15	„ „	11	845	0	0			
	29	„ „	11	950	0	0			
							6515	0	0
		23865 : 0 : 0							

Account. Cr. 31

1884									
Jan.	1	*By Sundry Credit Balances in Private Ledger* ..	2		..		80713	12	6
Feb.	8	„ Cash	2	1400	0	0			
							1400	0	0
		82113 : 12 : 6							

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Ledger Folio.	Name or heading of account.	Balances on January 1, 1884. Dr.			Balances on January 1, 1884. Cr.			Postings Quarter ending Mar. 31, 1884. Dr.			Postings Quarter ending Mar. 31, 1884. Cr.			Post- Quarter June Dr.		
Section	**I.—Purchases Ledger**															
1	Brandram, Reeves & Co.		..		170	9	6	170	9	6	248	5	4	518	7	0
2	Dyson, Mills & Co.		..		37	18	5	87	18	2	106	7	5	129	10	9
3	Chamberlain & Son.....		..		321	2	4	592	13	9	526	2	6	397	13	10
4	Montague, Barker & Co.		..		557	18	3	572	6	7	415	9	2	401	0	10
5	Woollier, Flocks & Co.....		..		842	7	8	1679	6	5	2269	11	5	1790	11	9
6	Broadbent & Watkinson		..		426	9	10	1276	16	11	1174	9	7	851	0	2
7	Merton, Walker & Co.....		..		3055	18	11	5107	15	8	6942	7	11	5452	6	5
8	Hirst, Thomas		..		25	18	4	51	13	2	25	14	10	20	17	9
9	Drake, William, & Sons.....		..		40	10	6	40	10	6	99	7	8	99	7	8
10	Rutherford, Martin & Co.....		..		84	10	6	276	1	0	353	16	0	286	15	7
11	Farrer & Co.		..		372	1	8	372	1	8	310	0	8	310	0	8
12	Whitehead & Sons		..			..			..		18	2	11	18	2	11
13	Addleshaw, Batley & Co.		..			..			..		83	13	2	83	13	2
14	Mitchell, Jonathan		..			..		27	10	0	15	12	6	15	6	1
15	Matthewman & Co.		..			..		404	1	6	404	1	6		..	
16	Brooke, Graves & Co.		..			..			..		54	0	6	144	6	2
17	Haxworth, Allatt & Co.....		..			..			..		200	11	0	200	11	0
18	Littlewood, Wilson & Co.....		..			..			..		922	7	8	111	10	6
19	Hutchinson, Whiteley & Co. ..		..			..			..			..			..	
20	Martin & France		..			..			..			..		175	10	0
21	Rushforth, R., & Co.		..			..			..			..			..	
22	Bartholomew & Son		..			..			..			..			..	
23	Sundry Persons		..			..		10	7	4	14	15	0	9	17	10
	Totals Cr. side.....		..		5935	5	11				14184	16	9			
	Totals Dr. side.....							10669	12	2				11016	10	1
Section	**II.—Sales Ledger**															
1	Atkinson, Blake & Co.	240	16	2		..		554	7	9	88	8	1	438	11	5
2	Richardson & Clark	932	1	8		..		1812	16	6	1127	7	7	256	18	9
3	Brownrigg, Henry	2572	10	1		..		5099	1	11		..		2938	3	5
4	Gaunt, James, & Son.....	2715	8	6		..		1228	15	8	1577	17	11	820	6	8
	Carried forward	6460	16	5		..		8195	1	10	2743	13	7	4454	0	3
	Carried forward															
1	2	3			4			5			6			7		

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ings ending 30, 1884. Cr.			Postings Quarter ending Sept. 30, 1884. Dr.				Cr.			Postings Quarter ending Dec. 31, 1884. Dr.				Cr.			Totals (lateral additions).			Balances on Dec. 31, 1884. Dr.				Cr.		
488	2	3					179	7	9					145	5	5	1231	10	3					184	16	11
			297	18	9					109	18	1					1096	13	4			..				
188	4	1					70	15	7					176	5	2	579	10	3					1	6	0
			185	16	7					174	19	2					578	4	3			..				
523	14	4					554	7	2					890	1	1	2824	7	5					515	15	5
			498	17	3					824	7	2					2308	12	0			..				
359	0	3					339	0	0					743	18	4	2415	6	0					743	18	4
			359	0	3					339	0	0					1671	7	3			..				
3323	18	10					4488	15	4					3587	15	4	14507	8	7					1696	2	4
			4906	19	5					4484	8	3					12811	6	3			..				
796	11	10					1023	15	3					501	17	1	3923	4	0					501	17	1
			1293	9	10						..						3421	6	11			..				
5728	4	5					5858	15	0					3681	0	5	25266	6	3					2041	16	0
			6791	11	0					5872	17	7					23224	10	3			..				
20	17	9					17	10	4					25	10	1	115	11	4					25	10	1
			17	10	4						..						90	1	3			..				
111	13	1					23	6	3						..		274	17	11						..	
			111	13	1					23	6	3					274	17	11			..				
408	14	2					272	0	11					861	8	7	1490	10	2					121	16	2
			436	6	0					359	11	5					1358	14	0			..				
417	10	0					326	8	1					316	0	0	1742	0	5					316	0	0
			417	10	0					326	8	1					1426	0	5			..				
17	8	0						..						28	8	7	63	19	6					28	8	7
			17	8	0						..						35	10	11			..				
24	13	7					153	19	3					63	18	11	326	4	11					63	18	11
			24	13	7					153	19	3					262	6	0			..				
11	17	6					15	6	1					35	0	0	77	16	1						..	
			85	0	0						..						77	16	1			..				
	..							..							..		404	1	6						..	
				..							..						404	1	6			..				
269	4	3					365	3	0					325	2	3	1013	10	10					279	16	3
			226	7	9					303	0	3					733	14	2			..				
700	4	0					800	17	0						..		1701	12	0						..	
			700	4	0					800	17	0					1701	12	0			..				
11	10	6					10	5	6					9	0	6	953	4	2					622	7	3
			110	5	6					109	0	6					330	16	6			..				
640	5	0					30	0	0					621	10	1	1291	15	1					601	10	1
			670	5	0					20	0	0					690	5	0			..				
	..						175	10	0					79	18	6	255	8	6						..	
			79	18	6					109	3	2					364	11	3	109	3	2				
79	18	11					130	1	1						..		210	0	0						..	
			210	0	0						..						210	0	0			..				
	..							..						663	6	0	663	6	0						..	
				..						663	6	0					663	6	0			..				
5	10	2					32	19	10					60	1	2	113	6	2					5	1	3
			23	9	4					64	10	5					108	4	11			..				
14127	3	4					14963	4	3					12394	7	11	61434	18	2					7700	1	6
			17409	4	2					14748	18	5					53843	19	10	109	3	2				
			91	16	3					535	18	3					1861	9	10	367	16	1				
758	6	7					281	8	0					415	11	1	1498	13	9						..	
			274	18	10					561	16	2					3338	11	11	836	15	0				
1186	5	2					238	4	2						..		2501	16	11						..	
			142	16	7					997	8	5					11750	0	5	2357	1	10				
2572	10	1					5099	1	11					1721	6	7	9392	18	7						..	
			2585	0	11					4640	6	3					11989	18	0	2359	16	5				
2366	6	3					896	2	2					4309	15	3	9080	1	7						..	
			3044	12	7					6785	9	1					28890	0	2	6421	9	4				
6683	8	1					6444	16	3					6446	12	11	29468	10	10						..	
8			9				10			11				12			13			14				15		

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Ledger Folio.	Name or heading of account.	Balances on January 1, 1864. Dr.			Cr.			Postings Quarter ending Mar. 31, 1864. Dr.			Cr.			Post- Quarter June Dr.		
Section	II.—Sales Ledger—continued.															
	Brought forward	6460	16	5				8196	1	10				4454	0	3
	Brought forward					..					2743	13	7			
5	Bragg, J. B., & Co.	2496	10	8				5232	1	11				1166	6	11
						..						..				
6	Barnett & Son	2285	15	8				127	17	7				3212	8	11
						..					1297	14	10			
7	Colefax & Denham	1972	10	1				1415	0	8				233	1	8
						..					2309	19	6			
8	Dobson, Saville & Co.....	1840	17	8				160	19	4				3659	9	0
						..						..				
9	Walker, Sterry & Lark	1741	6	3				476	14	2				541	4	3
						..					1800	9	10			
10	Wilson, Henry, & Co.	1510	12	4				5772	4	4				5985	14	11
						..					1530	13	11			
11	Burdon & Jones	2230	15	7				3730	17	5				4111	16	3
						..					2543	19	8			
12	Harrop, Jonas, & Sons	120	10	6				120	10	6					..	
						..					241	1	0			
13	Bentley & Robinson		..					240	16	0					..	
						..					8	17	4			
14	Rushforth, R., & Co.....		..					54	5	1					..	
						..						..				
15	Watkinson, Joshua.....		..						..					20	3	8
						..						..				
16	Cramer & Hart		..						..					977	10	10
						..						..				
17	Dyson & Rhodes		..						..					2559	18	11
						..						..				
18	Stocks & Bolt.....		..						..					347	8	6
						..						..				
19	Whittaker, Bottomley & Co.....		..						..						..	
						..						..				
20	Sundry Persons		..					10	18	1				4	4	9
						..					10	18	1			
	Totals Dr. side.....	20159	14	4				25587	6	11				27273	3	10
	Totals Cr. side					..					12472	7	9			
Section	III.—Nominal Ledger															
1	Material	13950	10	5				9643	1	0				9491	2	5
						..					275	18	10			
2	Dyewares	781	8	6				536	2	6				529	4	6
						..						..				
3	Chemicals, Soap, Size, Oil, &c.	813	7	8				200	11	0				700	4	0
						..						..				
4	Outwork		..					1888	11	9				1214	1	10
						77	19	6			10	15	0			
5	Packing Materials	80	2	4				109	15	0				111	13	1
						..						..				
6	Commission Work		..						..						..	
						..						..				
7	Carriage		..					225	11	6				243	3	7
						85	0	0				..				
8	Mill Wages		..					5127	4	8				4863	6	4
						..						..				
9	Sales		..					781	4	8				663	13	4
						..					25395	17	0			
10	Motive Power.....	48	10	0				443	16	10				433	7	9
						..						..				
	Carried forward	15178	18	11				18945	18	11				18239	16	10
	Carried forward					162	19	6			25692	5	10			

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ings ending 30, 1884. Cr.			Postings Quarter ending Sept. 30, 1884. Dr.			Cr.			Postings Quarter ending Dec. 31, 1884. Dr.			Cr.			Totals (lateral additions).			Balances on Dec. 31, 1884. Dr.			Cr.		
			3044	12	7				6735	9	1				28890	0	2	6421	9	4			
6833	8	1				6444	16	8				6446	12	11	22468	10	10				..		
			791	10	8				1509	8	10				11195	19	0	2300	19	6			
2496	10	8				5232	1	11				1166	6	11	8894	19	6				..		
			2045	8	3				8161	5	7				10332	15	7	2329	4	7			
1949	12	3				259	0	7				5007	3	4	8508	11	0				..		
			2420	3	10				1811	16	11				7852	13	2	1736	8	8			
1095	18	1				204	2	6				2506	4	5	6116	4	6				..		
			1289	16	10				1564	9	3				8015	11	8	1392	14	3			
1674	7	10				2122	7	10				2826	1	9	6622	17	5				..		
			135	4	3				1599	14	0				4494	2	11	1501	18	7			
469	6	11				624	12	2				97	15	5	2992	4	4				..		
			1405	10	9				1455	5	5				16129	7	9	894	3	2			
7523	9	2				4214	8	6				1966	13	0	15295	4	7				..		
			3607	18	1				2305	12	0				15986	19	4	1464	9	9			
3439	10	8				2428	4	4				6110	14	11	14522	9	7				..		
				..						..					241	1	0		..				
	..						..						..		241	1	0				..		
			237	10	6					..					478	6	6		..				
236	18	8				237	10	6					..		478	6	6				..		
			139	17	10				56	17	1				251	0	0	56	17	1			
	..					132	14	10				61	8	1	194	2	11				..		
				..						..					20	3	8		..				
20	3	8					..						..		20	3	8				..		
			2117	5	2				942	3	6				4036	19	6		..				
190	14	10				590	13	8				3255	11	5	4036	19	6				..		
			2476	15	6					..					5036	9	5		..				
1407	5	2				2247	11	0				1881	13	3	5036	9	5				..		
				..					350	6	4				697	14	10		..				
	..					347	8	6				350	6	4	697	14	10				..		
				..					3582	10	11				3582	10	11	2603	10	7			
	..						..					979	0	4	979	0	4				..		
			3	7	11				5	3	1				23	13	10	3	1	7			
4	4	9				3	7	11				2	1	6	20	12	3				..		
			19715	2	2				25080	2	0				117765	9	3	20704	17	1			
27841	10	9				25089	0	1				82157	13	7	97060	12	2				..		
			10826	16	1				6684	3	5				52595	13	4	51530	14	7			
857	19	1				34	16	1				896	9	9	1064	18	9				..		
			563	17	8				899	1	1				3299	9	3	3090	7	0			
	..						..					209	2	3	209	2	3				..		
			800	17	0					..					2014	19	8	2014	19	8			
	..						..						..			..					..		
			1350	3	9				847	1	1				5299	18	5	5165	6	3			
45	17	8					..						..		134	12	2				..		
			23	6	8				1	17	0				826	14	1	826	14	1			
	..						..						..			..					..		
				..						..						..			..				
175	10	0				79	18	6				109	3	2	364	11	8					364	11	8
			242	13	7				236	5	7				947	14	3	862	14	3			
	..						..						..		85	0	0				..		
			5838	14	4				5980	7	0				21749	12	4	21749	12	4			
	..						..						..			..					..		
			768	17	2				918	11	7				3132	6	9		..				
27262	18	10				19473	3	5				24721	11	1	96853	10	4					93721	3	7
			427	10	2				398	3	6				1751	8	3	1751	8	3			
	..						..						..			..					..		
			20642	16	5				17915	10	3				91117	16	4	86491	16	5			
27842	5	7				19587	18	0				25436	6	3	98711	15	2				94085	15	3
8			9			10			11			12			13			14			15		

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Ledger Folio.	Name or heading of account.	Balances on January 1, 1884. Dr.			Balances on January 1, 1884. Cr.			Postings Quarter ending Mar. 31, 1884. Dr.			Postings Quarter ending Mar. 31, 1884. Cr.			Post-Quarter June Dr.		
Section	III —Nominal Ledger—Continued															
	Brought forward	15178	18	11				18945	18	11				18239	16	10
	Brought forward				162	19	6				25682	5	10			
11	Rent, Rates, Taxes, Gas and Insurance (Mill)				920	15	0	1461	11	6		..		221	6	4
12	Mill Furnishings, Repairs and Renewals to Machinery.....	674	15	0		..		359	15	9	2	15	8	690	5	6
13	Stables.....	220	0	0		..		85	14	10		..		24	16	8
14	Repairs to Mill Buildings.....		..			..			..			..		37	8	10
15	Cards Purchases		..			..		54	0	6		..		269	4	8
16	Incidental Expenses		..		56	0	0	162	18	10		..		121	18	6
17	Rent, Rates, Taxes, Gas and Insurance (Warehouse).....		..		29	10	0	29	19	5		..		144	13	4
18	Warehouse & Office Salaries..		..			..		133	3	0		..		133	3	0
19	Travellers' Salaries & Expenses		..			..		302	4	3		..		312	17	6
20	Bank Charges		..			..			..			..		150	18	7
21	Discount on Sales		..		504	0	0	196	6	0		..		516	2	4
22	Discount on Purchases.....	148	8	4		..			..		160	5	9	11	10	6
23	Commission on Sales.....		..		54	7	6	54	7	6		..		83	6	1
24	Bad Debts		..			..		90	7	11		..			..	
25	Plant and Machinery Purchases		..			..		922	7	8	27	10	0	640	5	0
26	Summers, Benj., Drawings		..			..		716	5	0		..		480	0	0
27	Blackburn, Wm., Drawings....		..			..		465	2	0		..		647	10	0
28	Cash.....	187	10	6		..		5600	3	6	5738	0	2	6402	10	1
29	Bank.....		..		2150	16	6	19056	19	2	19933	16	9	22766	12	6
30	Contras		..			..		5535	0	0	5535	0	0	6315	0	0
31	Private Ledger Account	54873	18	11	80713	12	6	744	15	10	1400	0	0	100	0	0
	Bills Payable		..		7228	7	7	4605	18	6	4275	2	0	5486	9	1
	Bills Receivable	6317	18	6		..		4479	2	7	10796	16	1	6874	8	0
	Totals Dr. side.....	77596	0	2				64001	17	8				70670	2	11
	Totals Cr. side.....				91820	8	7				73551	12	8			
Summary																
	Section I.—Purchases Ledger		..		5985	5	11	10669	12	2	14184	16	9	11016	10	1
	Section II.—Sales Ledger	20159	14	4		..		25537	6	11	12472	7	9	27273	3	10
	Section III.—Nominal Ledger	77596	0	2	91820	8	7	64001	17	8	73551	12	8	70670	2	11
	Grand Totals Dr. side ..	97755	14	6				100208	16	9				108959	16	10
	Grand Totals Cr. side ..				97755	14	6				100208	16	9			

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ings ending 30, 1884. Cr.			Postings Quarter ending Sept. 30, 1884. Dr.			Cr.			Postings Quarter ending Dec. 31, 1884. Dr.			Cr.			Totals (lateral additions).			Balances on Dec. 31, 1884. Dr.			Cr.		
			20812	16	5				17915	10	3				91117	16	4	86491	16	5			
27842	5	7				19587	18	0				25436	6	3	98711	15	2				94085	15	3
			1357	0	2				501	16	2				3541	14	2	2620	19	2			
	..						..						..		920	15	0					..	
			258	8	0				325	8	5				2308	12	8	2260	0	7			
27	18	4				10	14	0				7	4	1	48	12	1					..	
			17	10	4				29	12	7				377	14	0	377	14	0			
	..						..						..		..							..	
			79	16	3				57	11	6				174	16	7	174	16	7			
	..						..						..		..							..	
			368	7	2				330	8	8				1022	1	0	1022	1	0			
	..						..						..		..							..	
			81	8	5				109	13	7				474	14	4	418	14	4			
	..						..						..		56	0	0					..	
			12	6	4				177	9	6				864	8	7	334	18	7			
	..						..						..		29	10	0					..	
			133	3	0				133	3	0				582	12	0	582	12	0			
	..						..						..		..							..	
			295	12	6				307	14	7				1218	8	10	1218	8	10			
	..						..						..		..							..	
									106	18	4				257	16	11	257	16	11			
	..						..						..		..							..	
			482	13	8				584	3	7				1779	5	7	1272	2	8			
	..					0	5	6				2	17	10	507	3	4					..	
			14	13	3				11	0	6				185	13	7		..				
172	17	4				234	19	6				254	15	1	822	17	8				687	5	1
			51	14	0				148	19	5				338	7	0	283	19	6			
	..						..						..		54	7	6					..	
			237	10	6					..					327	18	5	209	3	2			
	..						..					118	15	3	118	15	3					..	
			30	0	0				731	15	7				2324	8	3	2246	12	2			
15	6	1				35	0	0					..		77	16	1					..	
			584	10	0				578	0	0				2358	15	0	2358	15	0			
	..						..						..		..							..	
			559	0	0				337	10	0				2009	2	0	2009	2	0			
	..						..						..		..							..	
			5684	10	0				6716	10	11				24591	5	0	117	7	10			
5534	10	9				6549	15	5				6651	10	10	24473	17	2					..	
			20948	8	7				26937	3	11				89709	4	2	122	9	9			
20257	7	4				22626	6	3				24618	7	7	89586	14	5					..	
			5500	0	0				6515	0	0				23865	0	0		..				
6315	0	0				5500	0	0				6515	0	0	23865	0	0					..	
			936	12	0				920	0	0				57575	6	9		..				
	..						..						..		82113	12	6				24538	5	9
			4627	19	8				4827	19	8				19548	6	11		..				
9770	19	4				8384	12	1				8842	15	0	27501	16	0				7953	9	1
			5972	18	6				8719	6	4				32963	8	11	9771	6	4			
3554	18	0				3319	10	0				4920	18	6	22592	2	7					..	
			69076	18	9				77021	16	6				358366	16	0	114100	16	5			
67491	2	9				66249	0	9				72868	10	5	371480	14	9				127214	15	2
14127	3	4				14863	4	3				12324	7	11	61434	18	2				7700	1	6
			17409	4	2				14748	13	5				53843	19	10	109	3	2			
			19715	3	2				25080	2	0				117765	9	3	20704	17	1			
27341	10	9				25089	0	1				32157	13	7	97060	12	2					..	
			69076	18	9				77021	16	6				358366	16	0	114100	16	5			
67491	2	9				66249	0	9				72868	10	5	371480	14	9				127214	15	2

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TEST JOURNAL. Set II.

Books of Entry.	Totals of Books of Entry.			Classification of Entries.															
				Posted to Dr. side.									Posted to Cr. side.						
				Purchases Ledger.			Sales Ledger.			Nominal and Bills Ledgers.			Purchases Ledger.			Sales Ledger.			Nominal and Bills Ledgers.		
Quarter ending March 31st, 1884.																					
Purchases Day Book	14184	16	9		..			..		14184	16	9	14184	16	9						
Returns and Claims (Purchases) Day Book	286	8	10	286	8	10		..			..			..			..		286	8	10
Mill Sales Day Book	30	5	8	30	5	8		..			..			..			..		30	5	8
Sales Day Book (three months)	25395	17	0		..		25395	17	0		..			..			..		25395	17	0
Returns and Allowances (Sales) Day Book	779	18	8		..			..		779	18	8		..		779	18	8			
Cash Book, left-hand side	24853	4	0		..			..		24853	4	0		..		7121	7	11	17731	16	1
Cash Book, right-hand side	25829	19	10	6075	12	10	141	9	11	19612	17	1		..			..		25829	19	10
Bills Payable, including Discount	4277	4	10	4277	4	10		..			..			..			..		4277	4	10
Bills Receivable, including Discount	4480	13	3		..			..		4480	13	3		..		4480	13	3			
Transfer SL 12 to NL 24	90	7	11		..			..		90	7	11		..		90	7	11			
	100208	16	9	10669	12	2	25537	6	11	64001	17	8	14184	16	9	12472	7	9	78551	12	3
Quarter ending June 30th, 1884.																					
Purchases Day Book	14103	15	4		..			..		14103	15	4	14103	15	4						
Returns and Claims (Purchases) Day Book	73	16	0	73	16	0		..			..			..			..		73	16	0
Mill Sales Day Book	548	15	2	548	15	2		..			..			..			..		548	15	2
Sales Day Book	27262	18	10		..		27262	18	10		..			..			..		27262	18	10
Returns and Allowances (Sales) Day Book	655	2	3		..			..		655	2	3		..		655	2	3			
Cash Book, left-hand side	29701	11	1		..			..		29701	11	1	23	3	0	19808	5	1	9869	18	0
Cash Book, right-hand side	25962	7	7	6620	11	9	10	5	0	19331	10	10		..			..		25962	7	7
Bills Payable, including Discount	3773	7	2	3773	7	2		..			..			..			..		3773	7	2
Bills Receivable, including Discount	6878	3	5		..			..		6878	3	5		..		6878	3	5			
	108959	16	10	11016	10	1	27273	3	10	70670	2	11	14127	3	4	27341	10	9	67491	2	9

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	2			3			4			5			6			7			8		
Quarter ending September 30th, 1884.																					
Purchases Day Book	14662	2	8		..			..		14662	2	8	14662	2	8						
Returns and Claims (Purchases) Day Book	34	16	1	34	16	1		..			..			..			..		34	16	1
Mill Sales Day Book	125	12	6	125	12	6		..			..			..			..		125	12	6
Sales Day Book	19473	3	5		..		19473	3	5		..			..			..		19473	3	5
Returns and Allowances (Sales) Day Book	759	7	0		..			..		759	7	0		..		759	7	0			
Cash Book, left-hand side	27187	14	9		..			..		27187	14	9	201	1	7	18117	3	2	8819	10	0
Cash Book, right-hand side	29409	9	0	8862	5	10	241	18	9	20305	4	5		..			..		29409	9	0
Bills Payable, including Discount	8386	9	9	8386	9	9		..			..			..			..		8386	9	9
Bills Receivable, including Discount	5974	19	5		..			..		5974	19	5		..		5974	19	5			
Transfer SL 13 to NL 24	287	10	6		..			..		287	10	6		..		287	10	6			
	106201	5	1	17409	4	2	19715	2	2	69076	18	9	14863	4	3	25089	0	1	66249	0	9
Quarter ending December 31st, 1884.																					
Purchases Day Book	12149	18	5		..			..		12149	18	5	12149	18	5						
Returns and Claims (Purchases) Day Book	216	6	4	216	6	4		..			..			..			..		216	6	4
Mill Sales Day Book	505	12	11	505	12	11		..			..			..			..		505	12	11
Sales Day Book	24721	11	1		..		24721	11	1		..			..			..		24721	11	1
Returns and Allowances (Sales) Day Book	909	5	6		..			..		909	5	6		..		909	5	6			
Cash Book, left-hand side	34256	16	0		..			..		34256	16	0	174	9	6	22527	12	9	11554	18	9
Cash Book, right-hand side	31526	15	0	10183	2	10	858	10	11	20985	1	3		..			..		31526	15	0
Bills Payable, including Discount	3843	11	4	3843	11	4		..			..			..			..		3843	11	4
Bills Receivable, including Discount	8720	15	4		..			..		8720	15	4		..		8720	15	4			
	116850	11	11	14748	13	5	25080	2	0	77021	16	6	12324	7	11	32157	13	7	72368	10	5

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THE PRIVATE LEDGER,

pages 182 to 189.

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1 Dr. Plant and Machinery

				Woollen Spinning.	Worsted Spinning.	Weaving.	Dyeing.	Finishing.	Total.
1884 Jan.	1	*To Valuation per Old Ledger*	NL	4550 8 8	6840 12 4	4909 10 6	1450 16 4	1534 0 6	19285 8 4
Dec.	31	„ *Additions, per Nominal Ledger*	25	501 6 8	750 14 9	490 10 6	220 9 6	283 11 2	2246 12 2
				5051 14 11	7591 7 1	5400 1 0	1671 5 10	1817 11 8	21532 0 6
1885 Jan.	1	*To Balance down*.....		4934 4 11	7078 7 1	4909 2 0	1598 15 10	1740 17 8	20151 7 6

2 Dr. Cards

				Woollen.	Worsted.	Total.
1884 Jan.	1	*To Valuation per Old Ledger*		794 11 8	910 6 0	1704 17 8
Dec.	31	„ *Additions, per Nominal Ledger folio*	15	411 8 0	508 9 0	919 17 0
				1205 19 8	1418 15 0	2624 14 8
1885 Jan.	1	*To Balance down*		905 19 8	1238 15 0	2144 14 8

3 Dr. Warehouse and Office

1884 Jan.	1	*To Valuation per Old Ledger*		..		200	0	0
1885 Jan.	1	*To Balance down*		..		190	0	0

4 Dr. Income Tax

1884 Mar.	17	To Cash	8		..	200	0	0

5 Dr. Brook, James,

							Days.			
1884 Jan.	2	To Cash	1	244	15	10				
Mar.	18	„ „	3	300	0	0	104	4	5	6
May	12	„ „	4	100	0	0	49	0	18	5
June	30	„ *Balance of Interest*			..			272	5	8
	30	„ *Balance down*		11266	12	0				
		Principal £11,000, Interest £266 : 12 : 0		11911	7	10		277	4	7
July	3	To Cash	6	266	12	0				
Aug.	11	„ „	7	270	0	0	142	5	5	0
Sept.	20	„ „	8	400	0	0	102	5	11	9
Nov.	18	„ „	10	170	0	0	43	1	0	0
Dec.	31	„ *Balance of Interest*			..			263	3	3
	31	„ *Balance down*		10417	13	8				
		Principal £10,160, Interest £257 : 13 : 8		11534	5	8		275	0	0

6 Dr. Blackburn, John,

1884 Oct.	13	To Cash	9	750	0	0	Days. 79	8	2	3
Dec.	31	„ *Interest* 8 2 3								
		Less Income Tax .. 0 3 5	PL	9	7	18	10			
					757	18	10			
1885 Jan.	1	*To Balance down*			757	18	10			

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Account. Cr. 1

				Woollen Spinning.			Worsted Spinning.			Weaving.			Dyeing.			Finishing.			Total.		
1884 Dec.	31	*By Trading Account, Depreciation*	PL 10	227	10	0	513	0	0	490	19	0	72	10	0	76	14	0	1380	13	0
	31	*„ Balance down*		4824	4	11	7078	7	1	4909	2	0	1598	15	10	1740	17	8	20151	7	6
				5051	14	11	7591	7	1	5400	1	0	1671	5	10	1817	11	8	21532	0	6

Account. Cr. 2

Depreciation at the rate of 1/5th cost of Clothing.

				Woollen.			Worsted.			Total.		
1884 Dec.	31	*By Trading Account, Depreciation.....PL*	10	300	0	0	180	0	0	480	0	0
	31	*„ Balance down*		905	19	8	1238	15	0	2144	14	8
				1205	19	8	1418	15	0	2624	14	8

Fittings Account. Cr. 3

1884 Dec.	31	*By Trading Account, Depreciation*	PL	10			..			10	0	0
	31	*„ Balance down*					..			190	0	0
		200 : 0 : 0										

Account. Cr. 4

1884 Dec.	31	*By Trading Account*	PL	10			..			200	0	0

Loan Account. Cr. 5

										Days.			
1884 Jan.	1	*By Balance from Old Ledger*				10244	15	10	181	250	0	0
Feb.	8	„ Cash	2			1400	0	0	142	27	4	7
June	30	„ *Interest* 272 5 8										
		Less Income Tax .. 5 13 8	PL	9		266	12	0				
						11911	7	10		277	4	7
June	30	*By Balance down*				11266	12	0	184	275	0	0
Dec.	31	„ *Interest* 263 3 3										
		Less Income Tax .. 5 9 7	PL	9		257	13	8				
						11524	5	8		275	0	0
1885 Jan.	1	*By Balance down*				10417	13	8				

Loan Account. Cr. 6

1884 Dec.	31	*By Balance down*				757	18	10				
						757	18	10				

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7 Dr. Summers, Benjamin,

1884									
Dec.	31	To Transfer from Drawings Account .. .. NL	26			..	2358	15	0
	31	„ Balance down				..	57300	13	0
							59659	8	0

8 Dr. Blackburn, William,

1884									
Dec.	31	To Transfer from Drawings Account .. .. NL	27			..	2009	2	0
	31	„ Balance down				..	18123	0	6
							20132	2	6

9 Dr. Interest on Loans and Capital

1884									
June	30	To James Brook .. .. PL	5	266	12	0			
Dec.	31	„ „ .. .. PL	5	257	13	8			
							524	5	8
	31	„ Benjamin Summers .. .. PL	7	2601	15	5			
	31	„ Wm. Blackburn .. .. PL	8	848	5	4			
							3450	0	9
							3974	6	5

Dr. LIST OF FINAL BALANCES,

Sundry Debtors in Purchases Ledger, see Balance Book, Section i., page 178				..		109	3	2
Sundry Debtors in Sales Ledger, see Balance Book, Section ii., page 175				..		20704	17	1
Sundry Dr. Balances in Nominal Ledger, viz.:—								
Stock on hand as per Material Account	1	14560	19	0				
„ „ Dyewares Account	2	690	8	5				
„ „ Chemicals, Soap, Size, Oil, &c., a/c	3	406	9	8				
„ „ Packing Materials Account	5	100	16	8				
„ „ Motive Power Account	10	55	0	0				
„ „ Mill Furnishings, &c., Account	12	657	16	0				
„ „ Stables Account	13	225	0	0				
Discount on Purchases Account	22	192	9	10				
Bad Debts Account	24	59	7	7				
Cash Account	28	117	7	10				
Bank Account	29	122	9	9				
						17188	4	9
Bills Receivable, in hand						9771	6	4
Sundry Dr. Balances in Private Ledger, viz.:—								
Plant and Machinery Account	1	20151	7	6				
Cards Account	2	2144	14	8				
Warehouse and Office Fittings Account	3	190	0	0				
Blackburn, John, Loan Account	6	757	18	10				
Stock on hand to be carried to the New Trading a/c..		32202	8	1				
						55446	9	1
						106290	0	5

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Capital Account. Cr. 7

1884											
Jan.	1	By Balance at this date							53142	10	6
Dec.	31	,, Interest at 5 per cent. per annum	PL	9	2657	2	6				
		Less Income Tax		,,	55	7	1				
								2601	15	5	
	31	,, Two-thirds share of Profit	PL	10		..		3915	2	1	
								59659	8	0	
1885											
Jan.	1	By Balance down				..		57800	13	0	

Capital Account. Cr. 8

1884											
Jan.	1	By Balance at this date				..		17326	6	2	
Dec.	31	,, Interest at 5 per cent. per annum	PL	9	866	6	4				
		Less Income Tax		,,	18	1	0				
								848	5	4	
	31	,, One-third share of Profit	PL	10		..		1957	11	0	
								20132	2	6	
1885											
Jan.	1	By Balance down				..		18123	0	6	

Account. Cr. 9

1884											
Dec.	31	By John Blackburn	PL	6		..		7	18	10	
	31	,, Trading Account	PL	10		..		3966	7	7	
								3974	6	5	

December 31st, 1884. Cr.

Sundry Creditors in Purchases Ledger, see Balance Book, Section 1., page 178			..		7700	1	6
Sundry Cr. Balances in the Nominal Ledger, viz.:—							
Outwork Account	4	95	17	8			
Carriage Account	7	80	0	0			
Rent, Rates, Taxes, &c. (Mill) Account	11	918	6	5			
Incidental Expenses Account	16	50	0	0			
Rent, Rates, Taxes, &c. (Warehouse) Account	17	28	2	5			
Discount on Sales Account	21	517	2	4			
Commission on Sales Account	23	85	13	10			
					1725	2	8
Bills Payable			..		7953	9	1
Sundry Cr. Balances in the Private Ledger:—							
Brook, James, Loan Account	5	10417	13	8			
Summers, Benjamin, Capital Account	7	57800	13	0			
Blackburn, William, Capital Account	8	18123	0	6			
					86841	7	2
					106220	0	5

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10 Dr. Trading Account,

1884									
Jan.	1	To **Stock on hand, viz:—**							
		Material in process		17255	1	0			
		Finished Pieces		16428	11	11			
			NL				33683	12	11
Dec.	31	„ *Material consumed*	1			..	36969	15	7
		„ *Dyewares consumed*	2			..	2399	18	7
		„ *Chemicals, Soap, Size, Oil, &c., consumed* ..	3			..	1608	10	0
		„ *Outwork*	4			..	5261	3	11
		„ *Packing Materials consumed*	5			..	225	17	5
		„ *Carriage*	7			..	942	14	8
		„ *Wages*	8			..	19816	9	8
							100908	1	11
		„ **Balance to Section II.**				..	25380	1	5
							126288	3	4

Trading Account,

1884									
Dec.	31	To **Standing Expenses (Mill):—**	NL						
		Mill Managers' Salaries	8	1000	0	0			
		Mechanics, Joiners, and Plumbers' Wages ..	8	405	14	9			
		Watchmen and Timekeepers' Wages ..	8	127	8	4			
		Motive Power Account	10	1996	8	3			
		Rent, Rates, Taxes, Gas and Insurance ..	11	3539	5	7			
		Mill Furnishings, Repairs and renewals to Machinery	12	1602	4	7			
		Stables	13	140	0	0			
		Mill Building Repairs	14	174	16	7			
		Incidentals	16	268	14	4			
		Depreciation, Plant and Machinery .. PL	1	1380	13	0			
		Cards .. .. PL	2	480	0	0			
							11115	5	5
		„ **Standing Expenses (Warehouse and Office):—**	NL						
		Stables	13	112	14	0			
		Rents, Rates, Taxes, Gas and Insurance ..	17	363	1	0			
		Incidentals	16	200	0	0			
		Warehouse and Office Salaries	18	532	12	0			
		Travellers' Salaries and Expenses	19	1218	8	10			
		Commission	23	319	13	4			
		Depreciation, Warehouse & Office Fittings PL	3	10	0	0			
							2756	9	2
		„ **General Charges:—**	NL						
		Bank Charges	20	257	16	11			
		Discount on Sales	21	1789	4	7			
		Bad Debts	24	149	15	7			
							2196	17	1
							16068	11	8
		Balance Profit				..	10039	0	8
							26107	12	4

Trading Account,

1884									
Dec.	31	*To Interest on Loans and Capital* .. .. PL	9	3966	7	7			
		„ *Income Tax* .. .. „	4	200	0	0			
							4166	7	7
		„ *Summers, Benjamin, two-thirds* .. „	7	3915	2	1			
		„ *Blackburn, William, one-third* .. .. „	8	1957	11	0			
							5872	13	1
							10039	0	8

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Section I.

Cr. 10

1884											
Dec.	31	*By Sales* .. .. *General*	96201	5	8	NL					
		Patterns	652	5	1	9	96853	10	4		
		Less Returns and Allowances ..				9	3132	6	9		
										93721	8	7
		„ *Commission Work*				6		..		364	11	8
		„ * **Stock on hand** :—										
		Material in process					15264	5	2			
		Finished Pieces in Warehouse					16938	2	11			
										32202	8	1
										126288	3	4

Section II.

1884											
Dec.	31	*By Surplus from Section I.*						..		25380	1	5
		„ *Discount on Purchases*				NL	22	..		727	10	11
										26107	12	4

Section III.

1884											
Dec.	31	*By Balance down*						..		10039	0	8
										10039	0	8

* Carried to New Trading Account.

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11 *Dr.* BALANCE SHEET,

LIABILITIES.

Sundry Creditors. viz :—							
In Purchases Ledger (see Balance Book, page 172) ..			5985	5	11		
Less Discounts .. .. **NL**	22		148	8	4		
			5786	17	7		
In Nominal Ledger			1228	12	0		
						7010	9	7
Bank .. .. **NL**	29			..		2150	16	6
Bills Payable .. .. (see page 147)				..		7228	7	7
Brook, James, Loan Account .. .. .. **PL**	5			..		10344	15	10
Capital, viz :—SUMMERS, BENJAMIN .. .. **PL**	7	53142	10	6				
BLACKBURN, WILLIAM .. .. **PL**	8	17326	6	2				
						70468	16	8
						97106	6	2

12 *Dr.* BALANCE SHEET,

LIABILITIES.

Sundry Creditors, viz :—								
In Purchases Ledger (see Balance Book, page 173) ..				7700	1	6		
Less Discounts .. .. **NL**	22			192	9	10		
				7507	11	8		
In Nominal Ledger				1208	0	4		
							8715	12	0
Bills Payable .. .. (see page 147)					..		7953	9	1
Brook, James, Loan Account .. .. .. **PL**	5				..		10417	13	8
Capital, viz :—									
SUMMERS, BENJAMIN, January 1st		53142	10	6					
Add Interest		2601	15	5					
Add 2/3rds of profit ..		3915	2	1					
		59659	8	0					
Deduct Drawings ..		2358	15	0	PL				
					7	57300	13	0	
BLACKBURN, WILLIAM, January 1st		17326	6	2					
Add Interest		848	5	4					
Add 1/3rd of profit ..		1957	11	0					
		20132	2	6					
Deduct Drawings ..		2009	2	0	PL				
					8	18123	0	6	
							75423	13	6
							102510	8	2

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January 1st, 1884. Cr. 11

ASSETS.

Sundry Debtors, viz:—								
In Sales Ledger (see Balance Book, page 174) ..			20159	14	4			
Less Discounts	NL	21	504	0	0			
						19655	14	4
Stock-in-Trade, viz:—Material in Process ..	PL	10	17255	1	0			
Finished Pieces	„	10	16428	11	11			
						33683	12	11
Material	NL	1	13950	10	5			
Dyewares	„	2	781	3	6			
Chemicals, Soap, Size, Oil, &c.	„	3	313	7	8			
Packing Materials	„	5	80	2	4			
Motive Power Account	„	10	48	10	0			
Mill Furnishings, &c.	„	12	674	15	0			
Stables, including Horses and Vehicles ..	„	13	220	0	0			
						16068	8	11
Plant and Machinery	PL	1		..		19285	8	4
Cards	„	2		..		1704	17	8
Warehouse and Office Fittings	„	3		..		200	0	0
Cash in hand	NL	28		..		187	10	6
Bills Receivable in hand .. .. (see page 149)				..		6317	18	6
						97108	6	2

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ASSETS.

Sundry Debtors, viz:—								
In Purchases Ledger (see Balance Book, page 178) ..			109	3	2			
In Sales Ledger (see Balance Book, page 175) ..			20704	17	1			
In Nominal Ledger (Bad Debts Account) ..	NL	24	59	7	7			
			20873	7	10			
Less Discounts	NL	21	517	2	4			
						20356	5	6
Stock on hand, viz:—								
Material in process (see Trading Account) ..	PL	10	15264	5	2			
Finished Pieces (see Trading Account) ..	„	10	16938	2	11			
						32202	8	1
Material	NL	1	14560	19	0			
Dyewares	„	2	690	8	5			
Chemicals, Soap, Size, Oil, &c.	„	3	406	9	8			
Packing Materials	„	5	100	16	8			
Motive Power Account	„	10	55	0	0			
Mill Furnishings, &c.	„	12	657	16	0			
Stables, including Horses, Vehicles, &c. ..	„	13	225	0	0			
						16696	9	9
Plant and Machinery:—Value January 1st ..	PL	1	19285	8	4			
Additions since			2246	12	2			
			21532	0	6			
Less Depreciation			1380	12	0			
						20151	7	6
Cards:—Value January 1st	PL	2	1704	17	8			
Additions since			919	17	0			
			2624	14	8			
Less Depreciation			480	0	0			
						2144	14	8
Warehouse and Office Fittings:—Value Jan. 1st	PL	3	200	0	0			
Less Depreciation			10	0	0			
						190	0	0
Blackburn, John, Loan Account	PL	6		..		757	18	10
Cash in hand	NL	28		..		117	7	10
„ in Bank	„	29		..		123	9	9
Bills Receivable in hand .. .. (see page 149)				..		9771	6	4
						102510	8	3

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DEPARTMENTAL ACCOUNTS.

Selling Departments, pages 192 and 193.

Manufacturing Departments, pages 194 to 196.

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Dr. Trading Account,

	Yarn Department.			Cloth Department.			Total.		
To Stock on hand	10261	19	0	28421	18	11	38683	12	11
„ Material	33327	2	6	3642	18	1	36969	15	7
„ Dyewares	758	10	6	1641	8	1	2399	18	7
„ Chemicals, Soap, Oil, Size, &c.	1012	2	9	596	7	3	1608	10	0
„ Outwork	3579	18	4	1681	5	7	5261	3	11
„ Packing Materials	75	6	3	150	11	2	225	17	5
„ Carriage	150	10	6	792	3	9	942	14	3
„ Wages	11868	19	0	7947	10	3	19816	9	3
	61034	8	10	39878	18	1	100913	1	11
„ *Yarn supplied to Cloth Department*		..		15116	17	10	15116	17	10
„ **Surplus to Section II.**	13675	0	11	11705	0	6	25380	1	5
	74709	9	9	66695	11	5	141405	1	2

Trading Account.

To **Standing Expenses, Mill, viz.:—**									
Mill Managers' Salaries	400	0	0	600	0	0	1000	0	0
Mechanics, Joiners, and Plumbers' Wages..	210	0	0	195	14	9	405	14	9
Watchmen and Timekeepers' Wages ..	58	8	4	69	0	0	127	8	4
Motive Power Account	1200	8	3	796	0	0	1996	8	3
Rent, Rates, Taxes, Gas and Insurance ..	1910	0	7	1629	5	0	3539	5	7
Mill Furnishings, Repairs and Renewals to Machinery	710	9	7	891	15	0	1602	4	7
Stables	40	0	0	100	0	0	140	0	0
Mill Building Repairs	80	0	0	94	16	7	174	16	7
Incidentals	120	16	0	147	18	4	268	14	4
Depreciation of Plant and Machinery ..	590	2	10	790	10	2	1380	13	0
Cards	480	0	0		..		480	0	0
„ **Standing Expenses, Warehouse and Office, viz.:—**									
Stables	50	0	0	62	14	0	112	14	0
Rent, Rates, Taxes, Gas and Insurance	50	0	0	313	1	0	363	1	0
Incidentals	93	14	5	106	5	7	200	0	0
Salaries, Warehouse and Office	150	0	0	383	12	0	533	12	0
Travellers' Salaries and Expenses ..	502	6	5	716	2	5	1218	8	10
Commission	126	5	6	193	7	10	319	13	4
Depreciation of Warehouse and Office Fittings	1	0	0	9	0	0	10	0	0
„ **General Charges, viz.:—**									
Bank Charges	107	16	11	150	0	0	257	16	11
Discount on Sales	810	14	0	978	10	7	1789	4	7
Bad Debts	59	7	8	90	7	11	149	15	7
	7751	10	6	8317	1	2	16068	11	8
Profit	6529	14	5	3509	6	3	10039	0	8
	14281	4	11	11826	7	5	26107	12	4

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Section I. *Cr.*

	Yarn Department.			Cloth Department.			Total.		
By Sales, less Returns and Allowances	48097	2	2	45624	1	5	93721	3	7
„ Commission Work		..		364	11	8	364	11	8
„ Stock on hand	11495	9	9	20706	18	4	32202	8	1
	59592	11	11						
„ *Yarn supplied to Cloth Department* ..	15116	17	10				15116	17	10
	74709	9	9	66695	11	5	141405	1	2

Section II.

By Surplus from Section I.	13675	0	11	11705	0	6	25380	1	5
„ Discount on Purchases	606	4	0	121	6	11	727	10	11
	14281	4	11	11826	7	5	26107	12	4

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Dr. Manufacturing Account,

1884												
Jan.	1	To Stock on hand			..			38683	12	11		
Dec.	31	„ Material			..			36909	15	7		
		„ Outwork			..			5261	3	11		
		„ Packing Materials			..			225	17	5		
		„ Carriage			..			942	14	8		
											77063	4	1
		„ Pattern Making (cost exclusive of Material) ..			..				..		1337	3	4
		„ **PROCESSES OF MANUFACTURE, at Trade Prices, viz:—**											
		Woollen Spinning Department											
		Condensing and Spinning	4946	7	10								
		Twisting	110	11	7								
		Winding	205	6	8								
								4262	6	1			
		Worsted Combing & Spinning Dept.											
		Combing	2350	7	6								
		Spinning	4602	11	9								
								6952	19	3			
		Weaving Department											
		Warping and Winding	507	10	9								
		Weaving	14960	17	8								
								15468	8	5			
		Dyeing Department											
		Dyeing Woollen Materials	560	5	3								
		„ Tops	309	10	10								
		„ Yarns	859	16	3								
		„ Pieces	3650	7	10								
		Extracting	50	10	6								
								5421	16	8			
		Finishing Department											
		Scouring	1148	6	11								
		Mending	2296	4	2								
		Finishing	2014	2	3			5458	13	4			
											37663	17	9
											116064	5	2
		„ **Balance—Gross Selling Profit to Section II.**			..				..		10903	13	2
											126968	3	4

Manufacturing Account,

1884												
Dec.	31	To **Warehouse & Office Standing Expenses, viz:—**										
		Stables			..			112	14	0		
		Rent, Rates, Taxes, Gas and Insurance ..			..			363	1	0		
		Incidentals			..			200	0	0		
		Warehouse and Office Salaries			..			532	12	0		
		Travellers' Salaries and Expenses ..			..			1218	8	10		
		Commission			..			319	13	4		
		Depreciation of Fittings..			..			10	0	0		
											2756	9	2
		„ **General charges, viz:—**										
		Bank Charges			..			257	16	11		
		Discount on Sales			..			1789	4	7		
		Bad Debts			..			149	15	7		
											2196	17	1
		„ **Net Profit as per Trading Account** ..			..				..		10039	0	8
											14992	6	11

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Section I.

Cr.

1864						
Dec.	31	By Sales	98721	8	7
		„ Commission Work	864	11	8
		„ Stock on hand	32902	8	1
			132288	8	4

Section II.

1864												
Dec.	31	By Gross Selling Profit from Section I.									10902	18	2
			Dr.			Cr.							
		„ Profit on Departments, viz.:—	Wages and Expenses, as per Analysis, page 196.			Work done, as per Section I.			Profit.				
		„ Woollen Spinning	3957	1	11	4362	6	1	405	4	2		
		„ Worsted Combing and Spinning	6307	17	2	6952	19	3	645	2	1		
		„ Weaving	13488	13	0	15468	8	5	1979	15	5		
		„ Dyeing	4976	4	9	5421	10	8	445	5	11		
		„ Finishing	4973	3	1	5458	13	4	585	10	3		
			33603	19	11	37663	17	9	4060	17	10	4060	17	16
		„ Discount on Purchases										727	10	11
												14692	6	11

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ANALYSIS of Dr. side of the TRADING ACCOUNT, Sections I. and II., shewing the WAGES and EXPENSES chargeable against each process of Manufacture.

	£	s.	d.	PROCESSES OF MANUFACTURE. Goods.			Woollen Carding and Spinning.			Worsted Combing and Spinning.			Weaving.			Dyeing.			Finishing.			Pattern Making.		
Section I.																								
Stock	33633	12	11	33633	12	11																		
Material	36369	15	7	36369	15	7																		
Dyewares	2899	18	7		..			..			..			..		2899	18	7						
Chemicals, Soap, Oil, Size, &c... ..	1608	10	0		..		540	16	8	825	7	4	171	18	1		..		70	8	4			
Outwork	5261	3	11	5261	3	11																		
Packing Materials	225	17	5	225	17	5																		
Carriage	942	14	3	942	14	3																		
Wages..	19816	9	3		..		1521	14	6	2560	17	9	9871	5	11	1183	11	2	3613	16	7	1066	3	4
Section II.																								
Standing Expenses (Mill).																								
Mill Managers' Salaries	1000	0	0		..		100	0	0	200	0	0	250	0	0	150	0	0	100	0	0	200	0	0
Mechanics, Joiners, and Plumbers' Wages	405	14	9		..		57	0	0	105	0	0	160	0	0	30	0	0	27	14	9	26	0	0
Watchmen and Timekeepers' Wages ..	127	8	4		..		20	0	0	30	0	0	30	0	0	30	0	0	17	8	4			
Motive Power Account	1996	8	3		..		220	0	0	545	0	0	485	0	0	505	0	0	(including Steam) 241	8	3			
Rent, Rates, Taxes, Gas and Insurance	3539	5	7		..		705	0	0	820	5	7	1280	0	0	330	0	0	404	0	0			
Mill Furnishing, Repairs and Renewals to Machinery	1240	19	3		..		160	0	6	288	2	6	518	18	3	70	2	4	203	15	8			
Mill Furnishings from Store	361	5	4		..		40	0	0	120	0	0	110	0	0	30	0	0	26	5	4	35	0	0
Stables	140	0	0		..			..			..			..		100	0	0	40	0	0			
Mill Building Repairs	174	16	7		..		15	0	0	50	0	0	60	2	0	25	1	2	24	6	5			
Incidentals	268	14	4		..		50	0	8	70	4	0	60	2	9	50	1	6	28	5	5	10	0	0
Depreciation of Plant and Machinery ..	1880	13	0		..		227	10	0	513	0	0	490	19	0	72	10	0	76	14	0			
Cards	480	0	0		..		300	0	0	180	0	0												
	112023	7	4	77083	4	1	3957	1	11	6307	17	2	13488	13	0	4976	4	9	4973	3	1	1337	3	4
Standing Expenses (Warehouse and Office) .. .. 2756 : 9 : 2																								
General Charges .. 2196 : 17 : 1	4953	6	3																					
	116976	13	7																					
				1			2			3			4			5			6			7		8

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MANUFACTURERS' BOOKS. SET II.

The books comprised in Set II. are supposed to record the accounts of a firm of Manufacturers carrying on all processes for the production of woollen and worsted cloth. The firm trades under the style of Samuel Blackburn & Co., and consists of two partners, viz., Benjamin Summers and William Blackburn, who are entitled respectively to two-thirds and one-third of the profits, after charging 5 per cent. interest upon Capital. The firm's Balance Sheet on Jan. 1st, 1884, is given on pages 188-9 (*i.e.*, on folio 11 of the Private Ledger). The **Dr.** and **Cr.** Balances of the several Ledgers at this date will be found in columns 3 and 4 of the Balance Book, pages 172, 174, and 176; the Summary on page 176 shewing the totals of each Ledger, which agree with the figures of the Balance Sheet. The firm's transactions for the year 1884 are recorded in the several books; a Trial Balance is made at the end of each quarter; and on Dec. 31st, 1884, Stock is supposed to be taken, and a new Balance Sheet prepared, together with a Trading Account. As in Set I., it is necessary to assume that a new set of books is opened on Jan. 1st, 1884, the balances being transferred from the old into the new Ledgers.

The accounts in this set of books are probably carried out in greater detail, and are of a more exhaustive character, than any yet published; the object being to present as near as possible *fac similes* of books in actual operation, recording a full year's trading, and shewing the whole system from the Balance Sheet at the commencement of the year to that at the close. Without employing a large number of transactions it would be impossible to accomplish this purpose satisfactorily. The terms of payment and the various peculiarities of the trade are illustrated as far as practicable, and every important feature of manufacturing accounts is sought to be comprised in the examples. Where thought desirable, the ruling of the first folio of the book is given in colours in imitation of actual books.

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THE PURCHASES DAY BOOK.

See Example, pages 82—93.

The method of working this book is identical with that of Set I. (see page 57), except that columns (*a*) are provided for classifying the entries according to the nature of the invoices.

The headings of these columns, together with the subsequent comments on the Nominal Ledger and Trading Account, sufficiently explain their respective uses.

The additions of the columns may be verified by comparing the total of the column headed "Total amount of Invoice" with the aggregate of the classification columns.

It is in some cases convenient to arrange the invoices at the end of each month under the names of the parties from whom they are received, instead of entering them in precise order of date. By way of illustration, the invoices for the month of February are so arranged in the Purchases Day Book, page 82.

An additional column may be provided for extending the total amount of invoices received from each firm during the month, and such total only need be posted to the Ledger account.

Where the invoices received from a firm are many in number, but small in amount, both time and space may be saved by entering the monthly statement in the Purchases Day Book instead of each individual invoice. The invoices may be fastened in the Book-File without serial numbers, and should be marked so as to identify them with the statement to which they relate (*b*).

Quarterly and other periodical accounts are treated as invoices.

All invoices, delivery notes, weight notes, and other similar documents must be carefully preserved until the statement, account, or invoice to which they relate has been checked and verified therewith, and no entry should be made in the Purchases Day Book without such verification.

An invoice should be obtained in every case where it is reasonable to require one. An Auditor will reject invoices made out by book-keepers in the employ of the firm, and will require the production of *bona fide* invoices.

THE RETURNS AND CLAIMS (Purchases) DAY BOOK.

See Example, pages 94-5.

This book, like that of Set I. (see page 58), is simply the reverse of the Purchases Day Book, and is provided with columns for classifying the entries.

(*a*) The ruling of this book may be varied indefinitely, according to the requirements of the business in which it is employed.

(*b*) The most convenient method of dealing with many details such as those above referred to may be decided by the Book-keeper according to circumstances, so long as the main principles of the book are observed.

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THE MILL SALES DAY BOOK.

See Example, page 96.

In every large manufacturing concern a variety of articles are sold representing surplusage and waste (*e.g.* Shoddy, Noils, Flocks, Waste, Seak, &c.), as well as old and disused implements and machinery. Such sales virtually reduce the outlay in the articles from which they arise (*c*).

Work is in many cases done in various departments on commission, such as Scribbling, Spinning, Dyeing, &c.

The record of both sales and work of the character indicated should be kept entirely distinct from the ordinary sales of manufactured goods, and for this purpose it is convenient to keep a Mill Sales Day Book, all entries in which are posted to the **Dr.** of personal accounts opened in the Purchases or Mill Ledger (*d*).

The entries are classified at the end of each quarter, and posted to the **Cr.** of the Nominal accounts to which they belong.

In extensive manufacturing concerns, especially in those which do not consume their waste products, carelessness in the supervision of the sundry sales at the mill is a frequent cause of dishonesty on the part of those whose duty it is to dispose of the articles. This duty should be confined to as few hands as possible, and the party who sells the goods should not be allowed to receive payment for them. In fact, all monetary transactions, without exception, should pass through the counting-house. Each person entrusted with the sale or delivery of the articles sold should be provided with a carbon paper duplicate invoice book, numbered consecutively; he should be required to make out and hand an invoice to the buyer, and payment should be made to the cashier. Some person, other than the cashier, (*e.g.*, the Auditor) should ascertain periodically that all sales recorded on the duplicate invoices are duly brought to account in the counting-house. Articles paid for at the time of purchase may be summarised quarterly from the duplicate invoice book, and passed through the Mill Sales Day Book to the Ledger in one total as Sundry Sales. The cash received in the meantime may be entered in the Mill Petty Cash Book, and likewise carried in one total to the Cash Book at the end of the quarter, and thence posted to the Ledger. An illustration of an entry of Sundry Sales (£50 10s. 6d.), and of the cash received in respect thereof, is given in the quarter ending Dec. 31st (see Mill Sales Day Book, page 96, and Cash Book, page 126). Both entries are posted to the Sundry Persons Account in the Purchases or Mill Ledger, folio 23, page 136.

(*c*) When the Mill Sales are few in number they may be conveniently treated in the same manner as Returns, and passed through the Returns and Claims (Purchases) Day Book.

(*d*) In many instances such sales are made to persons from whom other goods are purchased, and for whom, therefore, a personal account is already opened in the Purchases Ledger. (See Dyson, Mills & Co., page 130 Purchases Ledger, folio 2,) The Sales Ledger is appropriated solely to ordinary accounts with customers to whom only the manufactured article is sold, and, for several reasons, no accounts relating to purely Mill transactions should be opened therein.

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THE SALES DAY BOOK.

See Example, pages 98—102.

This book is identical with that of Set I. (see page 58); the details of the invoices are necessarily omitted.

Pattern Day Book.—Where many patterns are supplied to customers it is convenient to keep a separate Pattern Day Book. The particulars of each delivery should be regularly entered therein, but as patterns are usually paid for altogether at the end of the season, the entries should then be classified, and the total only of the deliveries to each customer need be posted to the Ledger (see summary at the end of the March and September entries in the Sales Day Book, pages 99 and 101). The several dates and amounts may be set out in the classification, and also on the statement rendered to the customer, but these details may be omitted from the Ledger. This plan avoids the inconvenience of bringing down balances in the Ledger accounts in respect of patterns not due for payment.

The greatest care should be exercised in preparing invoices for goods sold, as balancing the books does not bring to light errors in the computation of quantities and prices. A rule should be firmly established in every counting-house that the calculations made by the person who prepares the invoice shall be checked and initialed by another person, who, for greater security, may reckon double the quantities and half the prices, or *vice-versa*.

THE RETURNS AND ALLOWANCES (Sales) DAY BOOK.

See Example, pages 103-4.

This book is the same in principle as that of Set I. (see page 59), but it is ruled with three classification columns:—

(i.) For goods returned;

(ii.) For canvas returned;

(iii.) For shorts, damages, and allowances.

The monthly totals of all the columns are summarised at the date when the Balance Sheet is prepared (see page 104). The particulars afforded by this summary should be compared year by year, according to the proportions which they severally bear to the total sales. Any excess will thus be brought to notice, and should be the subject of strict enquiry. Where the goods returned exceed the average, the cause usually arises either from faulty manufacture or irregular deliveries.

As in the case of the Sales Day Book, details of the entries are necessarily omitted from the example.

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THE CASH BOOK.

See Example, pages 106—127.

The principle of this book is similar to that of Set I. (see page 60), the mode of entering both Cash and Bank transactions being exactly the same.

There are, however, additional columns, the use of which requires explanation. The column on the left-hand side headed "Allowances" is very useful for entering small claims made by customers on remitting their accounts. A manufacturer needs not to be reminded how seldom he receives a remittance without a deduction of something in addition to the ordinary discount. This column saves a separate entry of such allowances in the Returns and Allowances (Sales) Day Book. The practice of including the allowance with the discount is objectionable, as, for several reasons, the discount should be stated separately. The columns headed "Totals Posted" are for the purpose of *arranging the entries according to the respective Ledgers to which they are posted*, in order to localise mistakes when preparing the trial balance (*e*). By means of these columns the classification required for the Test Journal is performed instantaneously at the end of the quarter.

In the books of a manufacturer it will be observed, in practice as well as in the examples given, that almost every entry on the left-hand side of the Cash Book is posted either (i.) to the Sales Ledger, or (ii.) to the Nominal or the Bills Ledger. In case of an occasional entry that has to be posted to the *Purchases* Ledger, it should be written in *red ink* (*f*) (*e.g.*, April 8th, Mitchell, Jonathan, £11 17s. 6d.), and the initial letters P.L. should be placed against the Ledger folio (see page 112). Conversely almost every entry on the right-hand side is posted either (i.) to the Purchases Ledger, or (ii.) to the Nominal or the Bills Ledger. In case of an occasional entry that has to be posted to the *Sales* Ledger, it should be written in *red ink* (*f*) (*e.g.*, Jan. 28th, Bragg, & Co., £15 4s. 7d.), and the initial letters S.L. should be placed against the Ledger folio (see page 107) (*g*).

In checking the postings the book-keeper should call over and compare with the Ledgers the several amounts extended into one classification column before passing to those extended into another column. He will thus effectually guard against amounts being extended into the wrong column.

(*e*) Very little extra labour is caused by the use of these columns, as in posting to the Ledger the cash and discount are necessarily added together, and the addition can nowhere be more conveniently made than alongside the entry.

(*f*) In the example these entries are printed in **black** type to represent red ink; the latter item is printed in red.

(*g*) In certain businesses it is convenient to have three Ledger classification columns on each side of the Cash Book—(i.) For the Sales Ledger, (ii.) For the Purchases Ledger, (iii.) For the Nominal and Bills Ledgers.

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It is obvious that the sum of the totals of the classification columns should agree with the sum of the totals of the columns containing the entries (*i.e.*, the Allowances, Discounts, Cashier, and Bank columns). Of course, the commencing and closing *balances* (Cash and Bank) must be omitted from consideration.

The entries described as "Petty Cash, Warehouse," and "Petty Cash, Mill," represent Cash supposed to be handed to sub-cashiers for small disbursements. The payments made by the sub-cashiers should be recorded in petty cash books to be submitted periodically to the chief cashier for him to inspect and verify. The Petty Cash Books should be used only for very small disbursements, and *no entries must be made therein that require to be posted to the Ledgers.* If desired, a special column may be added to the Cash Book for extending entries of incidental expenses, the total of which may be posted quarterly. The Petty Cash Books may be ruled with columns for classifying the payments, but this is necessary for manufacturers only in comparatively few instances.

THE LEDGERS.

The explanations given in the descriptions of the several Ledgers of Set I. apply equally to those of Set II. It will, therefore, only be necessary to supplement the remarks on pages 65—73 by explaining the treatment of accounts containing transactions which do not conform exactly to the rules already laid down.

It will be observed that both discount and cash (or bill) are in every instance posted in one sum to the Ledger accounts, the amount of the discount being stated alongside. It is preferred by some to post the discount and cash in separate items, as in Set I. The adoption of either method may be left to the choice of the book-keeper, but the exact amount of discount allowed should always be set out in the Ledger for future reference.

THE PURCHASES *or MILL* (*h*) LEDGER.

See Example, pages 130—136.

In posting to the **Cr.** side of the Purchases Ledger from the Purchases Day Book, it is convenient to mention the class of goods comprised in the purchase (*e.g.*, "Material," "Dyewares," &c.,), and it will be observed that this is done in the example.

(*h*) The words "or Mill" are added because the Purchases Ledger is usually kept at the mill and the Sales Ledger at the warehouse (if any). Moreover the Mill Sales are posted to the Purchases Ledger (see Mill Sales Day Book). It is often convenient for the Sales and Returns Day Books, the Bills Receivable Ledger and the Sales Ledger, together with a separate Cash Book, to be kept at the warehouse and balanced apart from the remaining books, which are kept at the mill. When this is done all payments, except for petty expenses, should be made at the mill, the Warehouse Cash Book being used solely for cash received.

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The following accounts require special comment, viz:—

Merton, Walker & Co., London. Folio 7, page 133.

This account shews how to treat a small payment made by the firm for carriage of goods purchased, which is recoverable from the vendor. The payment made on Feb. 17th is entered in the Cash Book (see page 109, folio 2) and posted direct to the **Dr.** of this account. The account also shews how to rectify an overcharge on goods purchased. The amount of the overcharge is entered on March 28th, in the Returns and Claims (Purchases) Day Book (see page 94) and is posted to the **Dr.** of this account.

Littlewood, Wilson & Co., Batley. Folio 18, page 136.

This account shews how small amounts of *interest* (*i*) may be posted to personal accounts. A note is inserted in the account stating that the machinery purchased is to be paid for by instalments of £100 per quarter, with interest at 5 per cent. per annum. It is therefore necessary, as each quarterly payment becomes due, to credit Littlewood, Wilson & Co. with the amount of interest accrued to date. Bearing in mind the rule (see page 65) that the Ledger is for *postings only*, the amount of interest is first *entered* in the Discounts column on the left hand side of the Cash Book (see pages 116, 120 and 126).

Rushforth, R. & Co., Huddersfield. Folio 21, page 136.

The firm is supposed both to *buy* material from and to *sell* manufactured goods to R. Rushforth & Co.; and an account bearing their name is opened in the Purchases Ledger and another in the Sales Ledger (see page 143, S.L., folio 14). On July 21st a settlement is made of both accounts as follows:—

	£	s.	d.
R. Rushforth & Co. are Creditors for goods purchased from them (see Purchases Ledger, folio 21) ...	79	18	11
Less Discount...	3	9	11
	76	9	0
R. Rushforth & Co. are Debtors for goods sold to them (see Sales Ledger, folio 14) 54 5 1			
Less Discount 1 6 1			
	52	19	0
Leaving a balance due to them of ...	23	10	0

(*i*) The manner of dealing with interest on loans is referred to on page 216. Items of interest of the character above described are rare in a prosperous business, but where they are at all numerous it may be desirable to appropriate a small book, or portion of a book, in which to record the entries.

These and other abnormal transactions may be journalised, but the use of the Journal in ordinary cases is undesirable, and it is seldom that it cannot be dispensed with.

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A cheque for £23 10s. od. is handed to R. Rushforth & Co. in settlement of both accounts. This transaction is entered as though the amount owing by R. Rushforth & Co. had been received and the full amount owing to them had been paid.

Thus—on the left hand side of the Cash Book, in the Cashier column, £52 19s. od. is entered as received; on the right hand side of the Cash Book, in the Cashier column, £52 19s. od., and in the Bank column, £23 10s. od. are entered as paid (see Cash Book, folio 7, pages 118, 119). The discounts allowed both on the purchases and on the sales account can thus be entered in the ordinary way.

Accounts of this character do not often arise, and it is only desirable to keep a distinct account in the Sales Ledger where the *goods sold* are the manufactured article sold by the firm. As already stated on page 199, accounts relating to Sales at the Mill should be entered in the Mill Sales Day Book and posted to the Purchases *or Mill* Ledger. Both purchases and sales can then be carried to one account; the balance received or paid in settlement being entered and posted in the ordinary way (*e.g.*, Jonathan Mitchell, folio 14, page 135).

Sundry Persons Account. Folio 23, page 136.

This account is for *small purchases* from firms with whom no further transactions are anticipated, and also for *small sales at the mill* (see *Mill Sales Day Book*). In all cases where the transactions with a firm are likely to be continued a separate Ledger account should be opened in the name of that firm.

THE SALES LEDGER.

See Example, pages 138—144.

The following accounts require explanation, viz :—

Atkinson, Blake & Co., London. Folio 1, page 138.

This account shews the method of dealing with a smal *balance left over* in settling a statement of goods due for payment. The £3 5s. 7d. carried down in italic (red ink) may represent a parcel of patterns which becomes due for payment at a later date than the current deliveries of goods. A more satisfactory method of dealing with patterns, when numerous, is described on page 200. The £3 5s. 7d. also serves to illustrate the manner in which a disputed claim, or an error in a remittance, may be brought down pending a settlement. Such balances should always be written in red ink in order to distinguish them, and to guard against their being cast up as postings when preparing the trial balance.

Richardson & Clark, London. Folio 2, page 138.

This account shews the method of posting goods in respect of which a *special date is fixed for payment*, differing from the ordinary trade terms of credit. The due date for payment is indicated by the words "as June," "as January."

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Bragg, J. B. & Co., New York. Folio 5, page 140.

This account shews the method of dealing with *charges paid for and on behalf of a customer*, which are re-claimable from him.

The several payments on behalf of J. B. Bragg & Co. are posted from the Cash Book to the **Dr.** of their account.

Where a fixed rate is added to the sale price to cover freight, duty, insurance, &c., or where such charges are included in the sale price, both goods and charges are comprised in the invoice of the goods and entered in the Sales Day Book. The outlay by the firm should be treated as an additional element of cost of the goods, and should be posted to a distinct Nominal account, being thence transferred to Section I. of the Trading Account.

Wilson, Henry & Co., Liverpool. Folio 10, page 142.

This account shews *how to distinguish the items comprised in each settlement*, when it is impracticable to divide them by ruling off the account.

The items marked by the letters **a.a.**, **b.b.**, on one side of the account, respectively balance the items marked by the same letters on the other side.

Burdon & Jones, Glasgow. Folio 11, page 142.

This account illustrates the method of treating *moneys received through an agent, who deducts his commission therefrom.*

The *full amount* received from Burdon & Jones is in each instance entered on the left hand side of the Cash Book, and the amount retained by the agent, John Alexander, is entered, as though it were paid to him, on the right-hand side of the Cash Book. The total of the customer's remittance may either be posted to the Ledger in one item, or the commission may be posted separately, as in the example.

It will be observed that the amount of the commission is entered on each side of the Cash Book in the *Cash* columns, as only the net amount received from the agent actually passes into the bank.

Harrop, Jonas & Sons, Halifax. Folio 12, page 143.

This account shews--

(*a*) How to deal with a *dishonoured cheque.*

The amount of the dishonoured cheque is entered on the right-hand side of the Cash Book in the Bank column, and is posted to the **Dr.** of Jonas Harrop & Sons, from whom it was received.

(*b*) How to deal with the account of a customer who *compounds with his creditors.*

Promissory notes for the amount of the composition are supposed to be received, and these are entered on the **Dr.** side of the Bills Receivable Ledger and also on the **Cr.** side of the insolvent customer's account. The balance, representing the net loss after giving credit for the composition

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received, is transferred to the Bad Debts account in the Nominal Ledger (see page 164). The amount transferred is recorded in the Test Journal (see page 178).

Bentley & Robinson, Stroud. Folio 13, page 143.

This account shows—

(*a*) How to deal with a ***dishonoured bill.***

The bill in this case has been deposited with the bank for collection in the ordinary course. When dishonoured, the amount (both of the bill and expenses of noting, &c., as charged by the bank, viz., £237 5s. 0d.), is entered on the right-hand side of the Cash Book in the Bank column (see page 119), and is posted to the **Dr.** side of Bentley and Robinson's account. Any additional expense incurred through the dishonour of the bill (*e.g.*, bank commission not charged by the bank until the end of the half-year) is entered in the Discounts column of the Cash Book alongside the amount of the bill, and is also posted to the **Dr.** of the customer's account (see item 5s. 6d.). The Cash Book entry should, unless immediately posted to the Ledger, describe the payment fully; in the example the description is given only in the Ledger.

(*b*) How to deal with an *insolvent account* where the settlement of the debtor's affairs is likely to be prolonged.

The whole balance due is transferred straightway to the Bad Debts account. Dividends on account of the debt are posted when received to the **Cr.** of the Bad Debts account (see page 165).

Rushforth, R. & Co., Huddersfield. Folio 14, page 143.

(See Purchases Ledger, page 203).

Watkinson, Joshua, Huddersfield. Folio 15, page 143.

In paying his account Joshua Watkinson is supposed to hand over one of his own *customer's cheques* for more than the amount due, the surplus, £5 1s. 8d., being returned to him in cash. The cheque received being *banked* by the firm, is entered on the left-hand side of the Cash Book in the Bank column (see page 114) and is posted to the **Cr.** of Watkinson's account. The surplus paid back to him in cash is entered on the right-hand side of the Cash Book, in the Cash column, and is posted to the **Dr.** of his account. Were the surplus returned in a cheque, the amount would of course be entered in the right-hand *Bank* column.

Dyson & Rhodes, Newcastle-on-Tyne. Folio 17, page 144.

This account, like folio 2, shows how *special terms*, upon which goods are sometimes sold, should be stated in the Ledger, *e.g.*, "$3\frac{3}{4}$ June 1st," indicating that payment is due less $3\frac{3}{4}$ per cent. discount on June 1st.

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Stocks & Bolt, Birmingham. Folio 18, page 144.

This account illustrates the treatment of a ***renewed bill.***

Bill No. 22 is supposed to have been deposited in the bank on the 9th December, the amount being entered in the ordinary course on the left-hand side of the Cash Book on that date (see page 124), and posted to the **Cr.** of the Bills Receivable Ledger (see page 149). On December 12th Stocks & Bolt request a renewal of the bill for two months, agreeing to pay interest. The bank, being thereupon advised, retires the bill, and the amount is entered on the right-hand side of the Cash Book in the Bank column; the transaction being equivalent to a payment by the bank. The two months' interest (£2 17s. 10d.) is entered in the Discounts column, and both the amount and interest are posted to the **Dr.** of Stocks & Bolt's account, as a payment made on their behalf. The renewed bill, which, with interest added, amounts to £350 6s. 4d. is entered when received in the ordinary way.

Sundry Persons Account. Folio 20, page 144.

This account is for small sales to persons for whom it is not worth while to open a special account.

The item on Feb. 4th (Wm. Blackburn, £3 2s. 0d.) represents a small sale to one of the partners. It is desirable that the partner, as in the example, should pay cash for such transactions, but the amount might be transferred to his Drawings account.

THE BILLS LEDGERS.

Bills Payable. See Example, pages 146-7.

The only variations in this book from that of Set I. are the additional column for entering discount allowed alongside the amount of each bill and the monthly division of the column for the due dates.

When a bill is given in settlement of an account it is usually for the full amount, but odd shillings and pence are frequently written off and must be treated as discount. The ordinary trade discount is sometimes claimed, less the Banker's charge for discounting the bill, and in such cases the difference is treated as the amount of discount allowed.

The amount both of the discount and the bill is entered in one sum to the **Dr.** of the respective account in the Purchases Ledger.

The total of the Discounts column is posted quarterly to the **Cr.** of the Discount on Purchases account in the Nominal Ledger (folio 22, page 165).

Bills Receivable. See Example, pages 148-9.

A column is added for discounts, as in the Bills Payable Ledger, and the total of the Discounts column is posted quarterly to the **Dr.** of the Discount on Sales account in the Nominal Ledger (folio 21, page 162). The due date column is ruled with monthly divisions.

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Nos. 6, 7, 8, and 9, received from Jonas Harrop & Sons, represent *Promissory Notes* (*j*) for the amount of *composition* on their debt.

These notes are treated in the same manner as bills, except that a memorandum is added describing them as promissory notes and giving the name and address of the surety (see page 148).

Nos. 10 and 11 shew the method of treating bills that are *discounted otherwise than through the firm's Banker.*

The charge for discounting, £20 18s. 7d., is entered in the Discounts column of the Cash Book, folio 3, page 110, alongside the amount received from the Discount Company, and both the charge for discounting and cash are posted to the **Cr.** of the Bills Ledger.

No. 12, received from Bentley & Robinson, represents a *customer's bill* (*i.e.*, a bill accepted by one of Bentley & Robinson's own customers).

The name and address of the acceptor and drawer are recorded, as they would be required were the bill dishonoured. The names and addresses of indorsers, if any, should also be set out; in fact all the material particulars of the bill.

No. 27. This bill is marked as a *renewal* (*k*) of No. 22.

Nos. 1, 16, 20, 23, and 28 are drafts on a third party, which would be presented for acceptance of the drawee (see *Bills of Exchange*).

The method of dealing with renewed bills is described on page 207.

The treatment of *dishonoured* bills is explained on page 206.

Where a Bill Receivable is handed over by the firm to one of its own creditors in discharge of a debt, the amount of the bill is entered on the left-hand side of the Cash Book, as received, and posted to the **Cr.** of the Bills Ledger. The amount is also entered on the right-hand side of the Cash Book, as paid, and posted to the **Dr.** of the creditor's account. Payment by customer's bill is seldom resorted to except in case of need, or unless a marked advantage is to be gained thereby. It is regarded amongst home traders as *prima facie* evidence of financial weakness.

Where it is often necessary to record any further material particulars, additional columns may be added (*e.g.*, for the acceptor's and drawer's name and address; for currency; for the details of discount or exchange, &c., &c.).

(*j*) It is in some cases convenient to appropriate a distinct portion of the Bills Ledger to promissory notes and bills received from insolvents, especially where they are numerous. As these instruments frequently extend over long periods, if entered with the current bills they not only cause difficulties in balancing, but are liable to be overlooked and neglected.

(*k*) It may here be remarked that bills should never be renewed until full enquiry has been made into the circumstances which have caused the customer to request renewal.

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THE NOMINAL LEDGER.

See Example, pages 152—169.

This is a sub-division of the Private Ledger appropriated to all those accounts which do not belong either to the Purchases or Sales Ledger.

The Nominal Ledger, strictly should be confined to nominal accounts. It is, however, often convenient to keep therein any personal accounts that do not properly belong either to the Purchases or the Sales Ledger, and also which are not required to be kept entirely secret. All transactions of a private nature are, for the time being, posted without particulars to a *Private Ledger account* (*l*) (see folio 31, pages 168-9).

The accounts in the Nominal Ledger are referred to *seriatim* in the description of the Trading Account.

The transfers in several of the accounts at the end of the year, also the closing entries and the balances brought down (both *Reserves and Stock*) are entered *after the final trial balance has been prepared in the Balance Book.*

THE BALANCE BOOK.

See Example, pages 172—177.

The principle of this book is identical with that of Set I., but it has four additional money columns to provide for the **Dr.** and **Cr.** postings of *four* quarters instead of two.

The **Dr.** and **Cr.** balances in the *Private* Ledger at the commencement of the year are cast up, and the totals are entered on either side of the Private Ledger account that is kept in the Nominal Ledger (see folio 31, pages 168-9). All the transactions during the year that are posted to the Private Ledger are also posted to this account, consequently the books can be balanced periodically without reference to the Private Ledger.

For convenience, the abstracts from the Bills Ledger are entered under Section iii. of the Balance Book, as though the Bills Payable and Bills Receivable accounts belonged to the Nominal Ledger.

In abstracting the postings from the Ledger Accounts, it is convenient to tick, thus √, beneath the last posting in each quarter on both the **Dr.** and the **Cr.** side, so as to distinguish them from the postings of the succeeding quarter (see example in Brandram, Reeves & Co.'s account, page 130).

The method of carrying forward the totals of the several columns of the Balance Book to the top of the succeeding page is shewn in the example. It is better, however, where many pages of the Balance Book are employed, to carry the totals of each page to a summary and not to carry them forward from page to page.

(*l*) **The particulars of the Private Ledger items in the example are given in the Cash Book, but in practice the entries may be so made as not to reveal their nature anywhere but in the Private Ledger.**

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THE TEST JOURNAL.

See Example, pages 178—179.

This book shews an extension of the principle of the Test Journal described on pages 76-7. In addition to the single money column as in Set I. (see page 56), six further columns are provided for classifying the entries *according to the Ledgers to which they have been posted*—three columns for the **Dr.** side and three for the **Cr.** side. The columns on either side are respectively headed (i.) The Purchases Ledger, (ii.) The Sales Ledger, and (iii.) The Nominal and Bills Ledgers.

It is stated on page 77 that the grand total of the *entries* abstracted into the Test Journal should agree with the grand totals of the *postings* abstracted into the Balance Book. It follows, therefore, that when the entries are classified in the Test Journal, the total of each *column* of the Test Journal should agree with the total of the corresponding *section* of the Balance Book.

The total of the entries in each of the separate books, except the Cash Book, can be classified instantly. It has already been explained that the entries are posted as follows, viz :—

The entries in the Purchases Day Book are posted to	the **Cr.** of the *Purchases* Ledger in individual items, and to the **Dr.** of the *Nominal* Ledger in quarterly totals.
The entries in the Returns and Claims (Purchases) Day Book are posted to	the **Dr.** of the *Purchases* Ledger in individual items, and to the **Cr.** of the *Nominal* Ledger in quarterly totals.
The entries in the Mill Sales Day Book are posted to	the **Dr.** of the *Purchases* or Mill Ledger in individual items, and to the **Cr.** of the *Nominal* Ledger in quarterly totals.
The entries in the Sales Day Book are posted to	the **Dr.** of the *Sales* Ledger in individual items, and to the **Cr.** of the *Nominal* Ledger in monthly totals.
The entries in the Returns and Allowances (Sales) Day Book are posted to	the **Cr.** of the *Sales* Ledger in individual items, and to the **Dr.** of the *Nominal* Ledger in monthly totals.
The Bills Payable, including Discount, are posted	the Bills to the **Cr.** of the *Bills Payable* Ledger individually, and the Discount to the **Cr.** of the *Nominal* Ledger in quarterly totals, and to the **Dr.** of the *Purchases* Ledger individually, both Bills and Discount.
The Bills Receivable, including Discount, are posted	the Bills to the **Dr.** of the *Bills Receivable* Ledger individually, and the Discount to the **Dr.** of the *Nominal* Ledger in quarterly totals, and to the **Cr.** of the *Sales* Ledger individually, both Bills and Discount.

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The individual entries in the Cash Book, as explained on page 201, are classified as the book-keeping proceeds, and at the end of the quarter a note is made on either side of the Cash Book shewing the total of the entries posted to each Ledger (*m*) (see pages 110 and 111). From this note the classification is made in the Test Journal.

In case of a *transfer* from one Ledger account to another, as there is no separate book of entry for transfers, the amount is entered separately in the Test Journal (see examples).

In the examples, the quarterly totals of the several classification columns of the Test Journal will be found to correspond in each case with the quarterly totals of the corresponding sections of the Balance book. In the event of a discrepancy arising when the Trial Balance is being prepared, it is only necessary to examine the entries and postings comprised in the particular column and section where the discrepancy appears. Errors being thus localised the Ledgers can be balanced one by one, and the **Dr.** and **Cr.** sides of each separately.

It may be useful to point out that, provided the original entries in the separate books have been faithfully recorded, a principal may satisfy himself of the absolute accuracy of the book-keeping by preparing the Test Journal himself, and seeing that it corresponds with the Balance Book, which may be entered up by the book-keeper.

THE TRADING ACCOUNT *(n)*, CAPITAL ACCOUNT AND BALANCE SHEET.

The mode of preparing the Trading Account, Capital Account and Balance Sheet having been fully explained on pages 15—17 and 77—80, it is only necessary here to consider the treatment of those nominal accounts which contain items of a special nature, or which differ in their final adjustment from the more simple accounts already described. In the Summary of the Balance Book, columns 14 and 15 (see page 177), we have presented to us the total of the balances in each of the Ledgers on December 31st, 1884. The total balances of the Purchases and Sales Ledgers are transcribed straightway to a list of final balances prepared on a separate sheet of paper (see page 184-5). The balances of the Nominal Ledger are, however disposed of individually; those which represent Expenditure or Income being transferred to the Trading Account, and those which represent Liabilities or Assets being transcribed to the list of final balances.

(*m*) The Cash and Bank balances at the commencement of each quarter are not posted to the Ledger, but appear in the Cash Book merely as memoranda for the purpose of testing at any time during the quarter the state of the Cash and Bank accounts. The amounts of such balances are therefore deducted from the totals to be entered in the Test Journal (see note in Cash Book, page 110, 111).

(*n*) The Trading Account of a manufacturing concern combines both the Goods Account and the Profit and Loss Account. The term Profit and Loss Account, strictly, describes an account which shews the profit or loss resulting from each of the several enterprises or adventures of the firm. The title Trading Account applies to an account of Income and Expenditure of a trading concern. Where more than one concern is carried on by the same firm, the result of the trading of each may be carried to a Profit and Loss account (see also *Departmental Accounts*).

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In closing the Nominal accounts, attention should be given to the points referred to in the following observations.

In the Trading Account of Set I., for the sake of simplicity, the Stock is set out as a whole, whereas in the Trading Account of Set II. only that part of the stock is set out which comprises Material in process of manufacture and Finished goods (*o*). The remaining stock is distributed to the following accounts which receive their respective portions, viz :—

Material account, folio 1.
Dyewares account, folio 2.
Chemicals, Soap, Size, Oil, &c. account, folio 3.
Packing Material account, folio 5.
Motive Power account, folio 10.
Mill Furnishings, Repairs, and Renewals to Machinery account, folio 12.
Stables account, folio 13.

The stock is thus distributed in order to arrive at the actual cost of material or articles *consumed* under each of the above heads.

Mill Wages Account. Folio 8, pages 154-5.

All the wages paid at the Mill are regularly posted to this account, and transfers are made when the Trading Account is prepared. The several amounts to be transferred to other accounts are ascertained from the classification in the Wages books (see *Wages*).

Motive Power Account. Folio 10, pages 156-7.

This account is not required in Set I., where both Room and Power are included in the Rent and Power, &c. account, the machinery being turned at the expense of the landlord. Here, however, rent is paid for the mill premises and the firm provides motive power for itself.

All expenditure incurred in driving the machinery and keeping the engine, boilers and gearing (or motive plant) in working order, is charged to this account (*e.g.*, outlay in coal, tallow, lubricating oil, repairs to motive plant, and wages). The total amount of the engineer and firemen's wages, £300, is transferred from the Wages account at the end of the year. The cost of the production of motive power, when added to the Rent and Rates, may be compared with the current prices paid for *room and power*, calculated on the machinery in operation. This comparison will shew whether or not this item of expenditure exceeds the average of other similar concerns (*p*).

(*o*) The stock of material in process of manufacture, and of finished goods, having passed into the transition stage between the raw material purchased and the manufactured goods sold, can be dealt with only as a distinct and special item of the Trading Account. Any difference between the amount of such stock at the commencement and that at the close of a given period must be considered in computing the total consumption or production during that period.

(*p*) For the information of those who are not acquainted with the manufacturing industries, it may be said that many large mills are occupied by several tenants, the Landlord providing motive power for all and charging rent at so much for each machine.

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Rent, Rates, Taxes, Gas and Insurance. Folios 11 and 17, pages 156-7 and 160-1.

Under this head an account is kept for the Mill and another for the Warehouse, which is supposed to be at a distance from the Mill.

In the Trading Account the cost of maintaining the Warehouse is kept distinct from the expenses of manufacture.

Where the premises upon which the business is carried on are owned by the firm a fair rent should be debited to the Trading Account and credited to the Capital Account.

Mill Furnishings (*q*), **Repairs and Renewals Account.** Folio 12, pages 158-9.

The outlay under this head is sub-divided into departments, and the totals of the several columns of the Purchases Day Book are posted to the corresponding columns of this account. The column headed *Store* receives all articles that are not purchased specially for any one department, but which are handed out by the storekeeper as and where required (*e.g.*, Brushes, Strapping, Oil-cans, &c.). It is desirable, where convenient, for the purchases of each department to be separately invoiced, in order to avoid the necessity of recording the subsequent distribution.

The stock in each column is supposed to represent only those articles that are already received in the department, but which are not yet handed out for use. The Mill Furnishings in actual use, as well as all other loose utensils, are comprised in the value of the Plant and Machinery in the several departments.

Stables Account. Folio 13, pages 158-9.

All expenditure connected with the stables, including the purchases of *new horses and vehicles*, is charged to this account, and the total of the *carters' and teamers' wages* for the year is transferred from the wages account.

As the values of horses, vehicles, &c., fluctuate very much, and consequently it is not safe to depend upon a fixed rate of depreciation, a new valuation should be made at each stock-taking. The valuation should include horses, vehicles, utensils, provender and all other stable requisites, and the amount of the valuation should be treated as stock on hand.

(*q*) The Mill Furnishings, including loose utensils, should be, and usually are, kept up to a standard value by replacements, and inasmuch as they do not therefore depreciate in common with the rest of the plant, to be strictly correct, they should be treated as a distinct and separate item. To do this, however, would often involve much complication and difficulty. The ordinary method is to include in one valuation both the Machinery and its necessary complement of Mill Furnishings and Utensils. Depreciation is then calculated on the whole valuation, and the rate is adjusted so as to allow for that portion which is not subject to depreciation. A list of all Mill Furnishings and loose utensils may be kept and compared yearly with the articles actually in use. Any increase or decrease may be then added to, or deducted from, the value of the stock in store. Bobbins, skeps, &c., should form the subject of a special account in the books of a Spinner (see also *Skep Book*).

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The sum transferred to the Trading Account, therefore, represents the total cost of maintaining the stables, which may be compared with the probable cost of hired cartage to perform the same work.

Repairs to Mill Buildings Account. Folio 14, pages 158-9.

The firm, holding the mill under an agreement of tenancy, is responsible for certain repairs, the cost of which is posted to this account.

The cost of new buildings or of improvements to the mill, erected or executed by the tenant and for which the landlord agrees to give compensation at the expiration of the tenancy, should be posted to a distinct account and treated as an asset, subject to depreciation, in the same way as Plant and Machinery. Where the mill is owned by the firm, the cost of new erections or improvements should be posted to the Mill Buildings account, unless it is desired to keep a special account for a particular erection.

Cards Purchases Account. Folio 15, pages 158-9.

Where the carding machinery constitutes a considerable portion of the whole plant, it is essential that the cards should be passed to a separate account, in order that the depreciation may be accurately computed (see *Depreciation*). As a heavy trade discount (often 10% or 15%) is usually allowed on cards, it should either be deducted from each individual invoice before entering the amount in the Purchases Day Book, or the total discount should be transferred at the end of the year, as in the example.

The balance of this account is transferred to the Private Ledger, where, for the sake of secrecy, the account showing the full valuation of the cards is kept.

Incidental Expenses Account. Folio 16, pages 160-61.

The expenditure under this head at the mill is kept distinct from that at the warehouse by means of two columns. It may be further classified, apart from the books, under several sub-heads, for comparison year by year.

Warehouse and Office Salaries, and Travellers' Salaries and Expenses. Folios 18 and 19, pages 162-3 (*r*).

The total payments, only, during each month are entered under these accounts, and the individual salaries and expenses are thus kept secret. The details may be recorded in separate memorandum books.

(*r*) It is often desirable to compare the results produced by the travellers with their respective salaries and expenses. For this purpose a separate Sales Day book may be kept for each traveller, or additional columns may be provided for classifying the sales. In making comparisons of this character, unless a uniform selling price is strictly adhered to, account should be taken of the profit yielded respectively by the sales of each traveller over and above the cost price of the goods.

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Discount on Sales and Discount on Purchases Accounts. Folios 21 and 22, pages 162—165.

The Discounts on Sales are kept separate from the Discounts on Purchases, for reasons referred to in Chapter VII.

The two items posted to the **Cr.** side of the Discount on Sales account, and the three items posted to the **Dr.** side of the Discount on Purchases account, are made up of entries in the Cash Book which are distinguished by the initials S.L. and P.L. against the Ledger folios and which are printed in **black** type to represent red ink. As to the transfer from the Cards account, see page 214.

Bad Debts Account. Folio 24, pages 164-5.

As already explained on pages 205-6, the balance representing the net loss on a bad debt is transferred to this account; also, the whole balance of an insolvent account, the final settlement of which is likely to be prolonged, is transferred, and dividends received in respect thereof are posted to this account.

At the end of the year all debts from which further dividends are expected are valued, and the estimated value is brought down as a balance (see Bentley & Robinson, £59 7s. 7d.) (*s*).

Plant and Machinery Purchases Account. Folio 25, pages 164-5.

The postings to this account are dissected, and the amount belonging to each department is transferred at the end of the year to the Plant and Machinery account kept in the Private Ledger.

When a deduction is obtained for discount from the price of Plant or Machinery purchased, the amount should be credited to Plant and Machinery account and not to Discount on Purchases account.

We now turn to accounts in the Private Ledger, viz.:—

Plant and Machinery Account, and Cards Account. Folios 1 and 2, pages 182-3.

The purchases both of Machinery and Cards during the year are transferred from the Nominal Ledger, folios 25 and 15. The depreciation in each department is entered in its respective column

(*s*) In order that insolvent accounts may not be overlooked or neglected, when numerous, it is well to post the several items of the Bad Debts account into a small Bad Debts Ledger, kept quite distinct from the ordinary books. Where credit is given to individuals in very large amounts there is often an entire immunity from bad debts for a time, followed by sudden heavy losses. Such losses ought to be provided for in anticipation. A provision fund may be raised by passing yearly to the **Cr.** of the Bad Debts account a certain percentage (say 10/- per cent.) of the sales. The amount of this percentage is charged to the **Dr.** of the Trading Account, Section II. All losses are then transferred as they arise to the Bad Debts account, in reduction of the fund. In this way the trading of each year is made to bear an equal burden.

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on the **Cr.** side, and the whole depreciation is charged to the **Dr.** of the Trading Account, Section II. (page 186). The balances are then brought down, and represent the values in each department at the end of the year.

Income Tax Account. Folio 4, pages 182-3.

This account is re-posted from the Private Ledger account in the Nominal Ledger, folio 31, and the amount is transferred to the **Dr.** of the Trading Account, Section III.

James Brook, Loan Account. Folio 5, pages 182-3.

This account is re-posted from the Private Ledger account in the Nominal Ledger, folio 31.

The account illustrates the method of recording interest on "Account Current." The entries of interest, and of the number of days on which it is chargeable, are made in columns alongside the amounts to which they respectively refer, and a balance of interest is struck half-yearly. The half-yearly balances of interest are entered on the **Cr.** side of the account, and are counterbalanced by entries on the **Dr.** side of the Interest on Loans and Capital account (*t*) (see folio 9).

John Blackburn, Loan Account. Folio 6, pages 182-3.

This account is likewise re-posted from the Private Ledger account in the Nominal Ledger.

The account represents *a loan to a relative of one of the partners.* The interest is entered to the **Dr.** of the account and to the **Cr.** of the Interest on Loans and Capital Account (folio 9).

Benjamin Summers and William Blackburn, Capital Accounts. Folios 7 and 8, pages 184-5.

The interest passed to the **Cr.** of each of these accounts is carried to the **Dr.** of Interest on Loans and Capital account.

Interest is often charged upon partners' drawings, but in this case it is assumed that there is an agreement to the contrary, provided they do not exceed a certain sum.

(*t*) If desired, such entries may be made first in a Journal and then posted therefrom. The Journal entry would be as follows,

Interest on Loans and Capital account, **Dr.**
To James Brook,
for half-year's interest, as per account current.

However, unless the entries are complicated, the use of the Journal (which has not hitherto been required) is unnecessary and superfluous.

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We have now to consider the

ARRANGEMENT OF THE TRADING ACCOUNT

and the utility of the information to be derived therefrom.

The account is divided into three Sections.

Section I. comprises—

On the **Cr.** side—The Sales, and the Stock at the close of the period.

On the **Dr.** side—The commencing Stock, the consumption of material and the productive wages.

The items of this section necessarily increase or decrease in proportion to the volume of goods produced.

Section II. comprises—

On the **Cr.** side—The balance brought down from Section I.

On the **Dr.** side—The various standing expenses of the business; the manufacturing expenses being kept separate from the non-manufacturing expenses (*i.e.*, the warehouse and office expenses and general charges).

The items of this Section do not necessarily vary, whether the volume of production is more or less.

Section III. shews the manner of distributing the net proceeds of the business.

The items comprised in Section I. can be set out in definite quantities in the calculation of the cost of each individual lot of goods manufactured, while those comprised in Section II. can only be stated in the form of a general average based on the whole production (see Cost books) (*u*).

The balance of Section I. represents the surplus realised from goods sold, over and above the cost of material and wages employed in their manufacture. If the cost prices, rates of wages and sale prices are relatively the same, this balance should year by year represent a similar percentage of the Sales, whether they be more or less. (In the example the percentage is 27). Therefore, any change in this percentage indicates an increase or decrease in the rate of profit obtained on the goods sold, *as a result of altered prices.*

Any variation in the Standing Expenditure under Section II., unless accounted for by a large increase or decrease of production, or other exceptional cause, indicates economy or extravagance in the working expenses.

(*u*) The correspondence between the aggregates of the Trading Account and the individual cost calculations is more clearly shewn in the Departmental accounts hereafter described.

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It is obvious that a certain amount of trade must be done before working expenses are earned. After that minimum is passed, any reasonable addition to the sales, at the same prices, will increase the surplus of Section I. without appreciably adding to the expenses under Section II.

The Trading Account arranged in this form, therefore, not only shews the details and the result of past trading, but may be utilised in prospecting the effect upon future profits of any of the following modifications in the business arrangements, viz :—

(i.) An increase or decrease of the turnover; affecting chiefly Section I.

(ii.) An increase or decrease of the sale prices; affecting Section I.

(iii.) An extension or curtailment of the means of selling goods; affecting both Sections I. and II.

The expense, or the saving, of a traveller's or agent's salary, commission, &c., is set off against the gain or loss resulting from the alteration in the turnover.

(iv.) An extension or curtailment of the means of producing goods, or of the branches or articles of manufacture.

Section I. would be affected by the altered turnover.

Section II. would be affected by any alteration in the means of selling, consequent upon the altered turnover, also by alterations in supervision, as well as in maintaining and turning machinery, &c.

The following items of the Trading Account require separate consideration, viz. :—

DISCOUNT on SALES.—This item is stated under the head of General Charges. It varies according to the volume of trade, but it is not included under Section I. because it is largely affected by the terms of credit granted to customers and their mode of payment. In computing the sale price of goods the full discount (usually 2½ per cent.) should be allowed for as a distinct deduction.

DISCOUNT on PURCHASES.—This item also varies according to the volume of trade, but is largely affected by the financial resources of the firm. In calculating the cost of goods manufactured it is usual to charge the full invoice price of material, plus the expenses of transit, brokerage, &c., without regard to discount which may or may not be obtained. This method is fully justified by the fact that the material is often bought and paid for many months before the goods manufactured from it are delivered.

BANK CHARGES are affected by many of the same considerations as Discounts, and are likewise stated under the head of General Charges. Both Discounts and Bank Charges receive further attention subsequently (see *Finance*).

BAD DEBTS.—This item of course fluctuates, except where a Provision Fund is created, as referred to on page 215, note (*s*).

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DEPARTMENTAL ACCOUNTS.

The treatment of this important subject falls naturally into two division:—

(i.) Selling Departments.

(ii.) Manufacturing Departments.

Selling Departments.

On pages 192-3 is given a specimen Departmental Trading Account (note *v*, page 222), where the firm is supposed to manufacture and sell both yarn and cloth. The three columns respectively show the details and the result of the trading—(i.) of the Yarn Department, (ii.) of the Cloth Department, (iii.) of the whole concern.

To compile this account it is obvious that the various items of income and expenditure, as well as the Stock in each department, must be kept distinct and separate. To do this it is often desirable in large concerns, to keep entirely distinct sets of books, but all that is actually necessary is to separate the details from which the nominal accounts are made up. For instance, each department should have its own Day Books for Purchases, Sales, and Returns, or at any rate these books must be provided with distinct columns for each department. If only one Cash Book is employed, the discounts must be analysed so that the proper amount may be charged to each department, and the Cash Book may be provided with extra columns for this purpose. The discounts may, however, often be divided with sufficient accuracy by charging each department with the ordinary rates allowed on its total purchases and sales. A record must be kept of all goods supplied by one selling department to another, and the Trading Account of each must be charged with the amount, whether for or against. Thus, in the example, the Yarn Department is credited with the amount of yarn supplied to the Cloth Department, viz., £15,116 17s. 10d., and the Cloth Department is debited with the like amount.

Manufacturing Departments.

Before describing the preparation of accounts disclosing the profit or loss on the different processes of manufacture, it may be well to clear the way by pointing out certain unfeasible ideas that occur to many book-keepers whose experience is only theoretic, and which usually end in the abandonment of their whole project as hopelessly complicated.

In the first place, accounts of Manufacturing Departments should be entirely *supplemental* to the Trading Account, and they should neither interfere with, nor form part of the ordinary book-keeping. Much unnecessary complication is introduced into a comparatively simple operation when the details of the Departmental Accounts are mixed up with the books of the counting-house. The intention of including everything in one comprehensive system of double-entry is perfectly right, but the method is altogether injudicious.

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Secondly, it is impracticable, as well as useless, to charge each successive department with the value of the goods supplied to it from other departments.

The only plan which is thoroughly workable and satisfactory is briefly as follows :—

The foreman of each department keeps a record of work done in the processes under his supervision, and the profit or loss is ascertained by comparing in each case the value of such *work* done, when calculated at trade prices (note *w*, page 222), with the proportion of wages and expenses chargeable against the respective department.

Therefore, in addition to the Trading Account, Sections I. and II. (see pages 186-7), all that is required in order to ascertain the profit or loss of the Manufacturing Departments is :—

(i.) A record of work done in each department.

(ii.) A departmental analysis of the expenditure comprised in Sections I. and II. of the Trading Account.

The method of ascertaining the amount of work done in each department is described on pages 256-7.

The analysis of expenditure is very easily obtained and on page 196 a specimen Summary of the analysis is given. The headings of the several columns of the Summary indicate the divisions under which the whole expenditure of the concern is to be apportioned.

The column headed GOODS receives the value of the Stock of Goods finished and in process of manufacture at the commencement of the year, also the cost of Raw Material consumed, the cost of Out-work (note *x* page 222), Packing Materials and Carriage (note *y*, page 222) ; in other words, the commencing Stock and the total cost of Material consumed in producing the manufactured article.

The five succeeding columns receive their respective apportionments of expenditure chargeable against the several processes of manufacture carried on in the mill (note *z*, page 222).

The column headed PATTERN MAKING provides for a distinct and special item of expenditure which, in certain branches of trade, such as high-class worsted manufacturing, is often very large (note *a*, page 223).

The standing expenses of the warehouse and office and the general charges are not connected with the departments of manufacture, and it is unnecessary therefore to analyse them.

Having before us (i.) the Trading Account, Sections I. and II., (ii.) the value of Work Done in the several departments, (iii.) the Departmental Analysis of the expenditure, we can prepare therefrom, without reference to any other accounts whatever, the Manufacturing Account, Sections I. and II. (see pages 194-5).

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The Manufacturing Account, Section I., shews—

On the **Cr.** side—The year's Sales, and the remaining Stock.

On the **Dr.** side—(i.) The commencing Stock, and the total cost of Material consumed during the year, obtained from column 2 of the analysis, page 196.

(ii.) The expenses of Pattern Making, obtained from column 8 of the analysis, page 196.

(iii.) The charge for Processes of Manufacture at trade prices, obtained from the record of work done.

The difference between the **Dr.** and **Cr.** sides is transferred to the **Cr.** of Section II., as the *gross selling profit*, and corresponds in the aggregate with the margin allowed in calculating the prices of goods, between the *cost of production* and the *sale price*. The method of calculating piece goods is explained on page 254 (see *Piece Cost Book*).

The Manufacturing Account, Section I., which is in effect an aggregation of the individual cost calculations, proves conclusively whether those calculations, as a whole, have been realised (note *b*, page 223).

Any insufficiency in the *margin* or balance of this account, if not the result of incorrect calculations, can only arise from one of two causes, either that the manufactured goods have been sold *too cheaply*, or that the raw material from which they have been made has been purchased *too dearly* (note *c*, page 223). The insufficiency should, therefore, have been anticipated while making the individual calculations.

It should be clearly understood that this insufficiency cannot be attributed to unprofitable working of the processes of manufacture, as each process is charged at the standard trade price and not at its actual cost.

The Manufacturing Account, Section II., shews—

On the **Cr.** side—(i.) The gross *selling profit*, transferred from Section I.

(ii.) The profit on the several processes or departments of manufacture (*i.e.*, the Manufacturing or Machinery profit).

(iii.) The Discount on Purchases, which is so much earned by the counting-house through its financial arrangements.

On the **Dr.** side—The Warehouse and Office standing expenses, and the General Charges.

The difference between the **Dr.** and **Cr.** sides represents the net earnings of the entire concern, and corresponds with the balance of Section II. of the Trading Account, pages 186-7.

The profit on the Processes of Manufacture is ascertained as follows :—The value of Work done under each process, which has been charged to the **Dr.** of Section I., is entered in the **Cr.** column. The amount of the Wages and Expenses of each process, obtained from the

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Analysis, page 196, is entered in the Dr. column. The difference in each department represents the profit. Inasmuch as in this account each department receives credit for its work at the standard prices accepted by those who carry on its special process as a distinct trade, it should, other things being equal, gain the usual rate of profit. It sometimes happens, however, that a department is not fully employed, or is worked under other disadvantages, and any such special reason for non-success must be taken into consideration.

NOTES REFERRED TO ON PAGES 219—221.

(*v*) The specimen Trading Account is based on the figures of that on pages 186-7, but the relative capacities of the various manufacturing departments would, of course, be altogether different.

(*w*) There is a well-known trade price for almost every process of manufacture (*i.e.* a price at which the goods can be put out to work). In Yorkshire the term *country work* prices will be understood.

(*x*) Outwork includes all processes put out to work, whether by reason of pressure of trade, or because the special process is not carried on in the mill, and the amount is treated as extra cost of material.

Where the articles manufactured by the firm are all of one class, passing through exactly the same processes, the cost of Outwork may be sub-divided and added to the work of the same character done in the several departments. The total cost of each process whether done in the mill or outside, may thus be compared with the whole production year by year.

Where, however, the goods manufactured are of many different kinds, this comparison, other than in detail, will be valueless, as the cost of the respective processes will vary with the nature of the goods. For instance a manufacturer, of plain black cloth might compare the total cost of dyeing with the total goods produced, but such a comparison would be useless to a manufacturer of fancy goods, as the prices for dyeing vary largely according to colours.

(*y*) Packing Material is usually invoiced with the goods and afterwards returned and allowed for. It may, in some instances, more conveniently appear in Section II. as a warehouse expense. Carriage may, or may not, be paid on goods purchased, and likewise on goods sold. That paid on goods purchased properly belongs to Section I., and that on goods sold may be treated as a warehouse expense under Section II. The arrangement of these items is determined by the custom of the particular business, but should be made to correspond with the cost calculations.

(*z*) The headings of departments in the illustration are simply typical, and the extent and nature of the sub-division must depend entirely upon the class of business, and its own peculiarities. It is sufficient that the principle is essentially the same in all cases.

Many of the items of the Trading Account can be apportioned to the several processes without sub-division in detail, others are already dissected in the Purchases Day Book and Nominal Ledger.

The storekeeper who has charge of the materials and stores, such as CHEMICALS, SOAP, OIL, &c., which are often purchased in bulk for use in more than one department, must make periodical returns to the counting-house of the quantities supplied by him to each. Instead of the heading Chemicals, Soap, Oil, &c., it is often, but not always, convenient to adopt the following heads, viz.:—(i.) Scouring or Milling Requisites, (ii.) Finishing Requisites, (iii.) Size, which is chargeable to the Weaving Department, (iv.) Manufacturing Oil. The latter is used for mixing with the material, and may be extended into the Goods column of the Analysis, page 196. These headings, when adopted, shew the amount chargeable to each department without further analysis.

For the sub-division of WAGES (see *Wages*, pages 241-5).

Time sheets may be kept by the MECHANICS, JOINERS, AND PLUMBERS, and their wages may be apportioned according to the time occupied.

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The cost of MOTIVE POWER may be charged according to the machinery turned in each department, or, if preferred, the Rent, Rates, and Taxes and the cost of Motive Power may be combined, and the whole sum apportioned according to the Room and Power occupied. There is a well-known standard price for Room and Power in manufacturing districts, reckoned at so much per machine. A separate account is sometimes kept to shew the profit or loss resulting to the firm as owners of the mill and providers of Room and Power.

The floor area of the mill may be sub-divided to form the basis for apportioning the RENT, RATES, AND TAXES when treated separately. The number of GAS lights in each department may be counted, or better still, separate meters may be used.

The FIRE INSURANCE is usually apportioned in the Policy.

MILL FURNISHINGS AND REPAIRS AND RENEWALS TO MACHINERY are dissected in the Purchases Day Book and Nominal Ledger (see pages 82—93 and 158-9), except those articles which are purchased in bulk for use in several departments, and which are extended into the column headed *Store*.

In small concerns the whole sum of the items in the *Store* column may be apportioned by estimate, but, where convenient, the storekeeper should record the quantities issued by him to each department (see *Mill Furnishings, &c., Stock Book*).

MILL BUILDING REPAIRS may usually be apportioned from the accounts rendered by those who do the work.

The DEPRECIATION in departments has been already referred to on page 215.

Where it is desired to institute a system of Departmental Accounts, it will be found convenient for many things previously purchased and invoiced in bulk to be separately invoiced, and little difficulty will be experienced in getting this done if proper directions are given to the vendors when the orders are placed.

Although estimates should be avoided where possible, it must be borne in mind that, while substantial accuracy is neccessary, account keeping of this character should never require the employment of superfluous clerical labour in recording minute details that do not materially affect the result. The ordinary staff of a well-organised mill, if properly directed, can do all that is essential for the preparation of Departmental Accounts on the principle here described.

(*a*) It will be observed that only the wages and expenses of Pattern Making are set out in this column, no separate account being taken of the yarn consumed.

To ascertain the total outlay, a record must be kept of the yarn used and the cost thereof added to the wages and expenses. From such total outlay the amount realised from patterns sold, as shewn in the Pattern Day Book, must be deducted—thus

	£	s.	d.
Wages and expenses, as per analysis, page 196.....	1337	3	4
Cost of yarn (say)	700	0	0
	2037	3	4
Less Patterns sold as per Pattern Day Book—			
March 310 0 6			
September .. 342 4 7			
	652	5	1
Net cost.....	£1384	18	3

Where it is not convenient to record the exact quantities of yarn handed over to the Pattern Department, the cost may be roughly computed by weighing the patterns made and charging the yarn at so much per lb.

(*b*) In comparing the margin of profit shown by the manufacturing account with the average margin shown by the individual calculations, the loss on goods sold at job prices, or at prices under those fixed, must be taken into account. It is well to keep a record of the loss so arising.

(*c*) An undue proportion of waste of material in the process of manufacture would, of course, diminish the margin of profit, but, except in cases of gross negligence, the excess of waste would not materially affect the result. A rigid check should, however, always be imposed upon the relative yield of material from the different workpeople.

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RECAPITULATION.

It may be well here to recapitulate the uses and advantages of the information obtained from both the Trading Account and the Departmental Accounts.

(i.) Section I. of the Trading Account, pages 186-7, shews the surplus earned from goods sold, over and above the cost of raw material and productive wages. This surplus, when compared as a *percentage of the sales* with accounts of previous periods, indicates any change in the rate of profit upon goods sold, and is particularly useful when departmental accounts are not kept.

(ii.) Section II. of the Trading Account shews the standing expenses of the business classified under the most important heads, so that any increase or decrease may be detected by comparing the expenditure of each class with that of previous periods.

(iii.) From the information given in both Sections I. and II. of the Trading Account may be calculated the probable advantages that will accrue from any possible increase of the sales. The surplus of Section I. will increase or decrease in proportion with the sales, while the standing expenditure of Section II. may or may not vary, according to the circumstances of the case.

(iv.) The Manufacturing Account, Section I., pages 194-5, shews the gross selling profit, or, in other words, the aggregate margin of profit obtained after deducting the *cost of manufacture* (*d*) from the *sale* price.

(v.) The Manufacturing Account, Section II., shews whether the individual processes or departments of manufacture are being carried on economically, in other words, shews the *Machinery* profit or loss.

These accounts also furnish full information as to the cost of *Warehousing, Distribution, and Finance.*

The experience of an Accountant, who has extensive practice amongst manufacturers, enables him to determine the precise rates of percentage and margins of profit, in respect of the foregoing accounts, that prevail in the various classes of trade for the time being.

When it is remembered that a very small miscalculation or omission in fixing prices, or careless and incompetent supervision in one or more departments, will often change a handsome profit into a serious loss, the importance of the information which may be derived from *skilled* manipulation of these accounts is obvious. In disclosing with certainty the *exact cause of every fluctuation of profit or loss*, they may be said to answer every object for which account keeping of this character is designed.

(*d*) The calculation of the cost of making the goods being based on what other concerns of a like nature are charging for the processes, all doubt is removed as to the sufficiency of the sale prices. The actual cost of manufacture may, and often does, exceed the standard charges, but such increased cost will appear as a loss in the departments; it does not add to the selling value of the goods.

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In cases where a business has paid well in the past, but the profits of which have declined for causes not entirely perceptible, the application of these accounts has often rendered great assistance in diagnosing the ailments of the concern. The secret of declining profits has been revealed and in several instances this discovery has had the effect of restoring prosperity to a failing business. It is, however, essential that the person who is called upon for advice of this character should thoroughly understand the organisation and working of the business, practically as well as financially. Others will stumble at almost every step over obstacles which are easily surmounted by those who know the nature of the ground that they have to traverse.

In leaving this subject it may be stated that the plan above described, modified to suit particular requirements, has for many years been in successful operation in almost every class of Textile Manufacturing, and that it is carried out with perfect ease, even in concerns of the most intricate character. Therefore, if the general outline of the plan be properly understood, it may be taken for granted there will be no insuperable difficulty in the details of its application.

Before closing this chapter it may be well to offer a few remarks as to

VOLUME AND VALUE OF PRODUCTION, AND DECIMAL CALCULATIONS.

In nearly all manufacturing concerns it is desirable to take account of the *volume*, as well as of the value of the goods produced, and to compare the one with the other. Prices often fluctuate considerably, and more expensive goods may be manufactured in one period than in another. Therefore, if values alone are regarded, misleading conclusions may be arrived at.

It is generally inexpedient to introduce quantities into the financial books, although it may be done with advantage in simple cases. Perhaps the simplest manufacturing accounts are those of a Cotton Spinner who produces one class of yarn, and there is no objection to placing the weights of raw cotton bought in the Purchases Day Book and carrying forward the total weights into the Cotton Purchases Account in the Nominal Ledger. The weights sold may also be cast up in the Sales Day Book and entered in the Sales Account. By adjusting the weights in stock at the commencement and at the end of the given period, the total consumption of raw material, and the total production of yarn may thus be shewn both in volume and value.

Where varieties of yarn are produced it is necessary to classify the quantities of each, and this cannot be conveniently done in the financial books.

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The cost of the various items of expenditure, per piece or per lb. of the production, is much more readily compared with the corresponding figures of other periods when reduced to decimals.

Thus, the weight of yarn produced may be (say) 1,001,272 lbs., value £36,504 14s. 2d., or 8·750d. per lb.; the cost of raw material £21,381 6s. 7d., or 5·125d. per lb. of yarn produced; the cost of wages £6779 8s. 11d., or 1·625d. per lb. of yarn produced; and so on with the other expenditure.

These decimal figures may be placed alongside of the several items of the Trading Account, either of the whole concern or of its several departments. Where the expenses cannot be calculated on the basis of the *quantity* they may be reckoned as percentages of the *value* of goods produced.

It must be remembered that the comparison of expenditure with either the volume or value of the production *as a whole* is more or less unreliable, according to the variety of the production. This applies equally to the Spinner and the Manufacturer. If more than one department is carried on the expenses of each should be considered separately, as the work of the given period may require more expense in one and less in another, although the quantity or value of the whole production may remain about the same.

It may here be repeated that the only method of testing the economy of manufacturing departments that the author has found to be altogether satisfactory and reliable is that already described; viz., Credit each department with standard prices for its work done, and Debit it with its proportion of the expenditure.

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CHAPTER V.

Special and Auxiliary Books.

Subject to minor modifications, the general system of book-keeping explained in the preceding pages is suitable for all departments of manufacture, whether carried on collectively or individually. According to requirements, however, the headings of the classification columns of the Purchases Day Book, the titles of the Nominal Accounts, and the ruling of the Sales Day Book, must be varied, while certain transactions peculiar to departments require special and auxiliary books.

Commission Workers, *i.e.*, Dyers, Extractors, Combers, Scribblers, Spinners, Weavers, Finishers and others who receive goods to be worked by them on commission, require special books for recording *Goods Received* and *Goods Delivered*, although the Day Book often supplies the place of the latter.

These books should be ruled (*e*) so as to set out the following particulars, viz :—

Goods Received Book.—Date received—name and description—quantity of material or distinctive number of piece—work to be done—folio of Goods Delivered Book where the delivery is entered.

Goods Delivered Book.—Date delivered—name and description—quantity or piece No.—Folio of Goods Received Book.

A Dyer, Finisher, or other worker of piece goods should give his own number to each piece received. Such numbers should follow in consecutive order in the Goods Received Book, and should be recorded, together with the customer's number, throughout the book-keeping where necessary for identification.

A Delivery Note Book may often be utilised in place of the Goods Delivered Book.

The delivery notes should be numbered consecutively, and perforated so that they may be easily torn out. Duplicate leaves, also numbered, but not perforated, should alternate with the perforated leaves to receive impressions from carbon paper. The duplicates remaining in the covers form a permanent record of all deliveries, and from them the invoices or accounts may be written up periodically in the Day Book.

(*e*) It is impracticable here to give specimens of the many varieties of rulings required for different branches of manufacture. So long as the above-mentioned essential particulars are provided for, any further columns may be added according to requirement.

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It is often necessary to classify the deliveries of goods before they are entered in the Day Book, especially in the following circumstances, viz :—

(i.) Where the items are very numerous, as in the case of a Piece Dyer or Finisher.

(ii.) Where the charge for work done cannot be computed until all the deliveries of one description are complete.

(iii.) Where the *net* weight cannot be ascertained until the *tare* has been returned (*e.g.*, Spinners' skeps and bobbins).

In circumstances such as above indicated, it is usual to forward a delivery note with each delivery, and to furnish a monthly or quarterly account in lieu of invoices.

The classification of deliveries, whether of work done or of goods supplied, is conveniently effected by means of a

Detail Ledger (*f*), which is ruled in precisely the same form as the Day Book. As in the case of an ordinary Ledger, a number of pages are appropriated to each customer, and the particulars of all deliveries are regularly posted thereto from the Delivery Book or from the counterfoils of the Delivery Notes.

When the monthly or quarterly accounts are required to be furnished, the deliveries are priced out and cast up in the Detail Ledger. The account furnished to the customer, which is made up from the Detail Ledger, may, if desired, be press-copied, and the total only need be entered in the Day Book, reference being made for particulars either to the page of the press-copy book or of the Detail Ledger, or of both.

Great care should be exercised to ensure that no deliveries are overlooked, and that the postings and calculations in the Detail Ledger are properly verified. It must be remembered that both the Delivery Books and the Detail Ledger are merely auxiliaries to the Day Book, and the balancing of the ordinary books imposes no check upon them.

Tare Records.—In several departments of manufacture it is essential to keep records of the delivery and return of Tares (*g*), and this is of the utmost importance to a Spinner who delivers yarn on spools or bobbins. A special book is sometimes employed, but where convenient both the goods and the tares should be combined in one entry. The Detail Ledger is a very convenient medium for this purpose, and the following form with slight modifications is used by several large Spinners :—

(*f*) The Detail Ledger is very suitable for Engineers and Machinists, whose work consists largely of repairs.

(*g*) The word tare signifies the *deduction* from the gross weight, but the plural form is employed here in the sense in which it is commonly used, and denotes *the articles* in respect of which the deduction is made.

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Form of DETAIL LEDGER for SPINNERS who deliver yarn on spools or bobbins.

Date.	No. of Delivery Note.	Order	Skep No.	Lot No.	Description	Counts or Skeins.	Gross. lbs.	Gross. ozs.	No. of Credit Note.	Date when Tare Returned.	Skep No. Returned.	Tare. lbs.	Tare. ozs.	Estimated Tare. lbs.	Estimated Tare. ozs.	Net. lbs.	Net. ozs.	Price.	£ s. d.	£ s. d.	Date when Tare adjusted.	Debit Tare. £ s. d.	Credit Tare. £ s. d.

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The Spinner usually forwards a delivery note with each delivery, and furnishes an account to his customer at the end of the month. The particulars of each delivery are posted from the duplicate delivery note to the Detail Ledger. A *credit note*, or acknowledgment, is given to the customer for every return of tares. The credit notes are in duplicate, like the delivery notes, and from the duplicates the particulars of the returns are posted alongside the deliveries to which they respectively relate. When the skeps, spools, or bobbins are not returned before the invoice or monthly account is made out, the tare is usually estimated and entered in red ink. The items of the account are then calculated and extended into the money columns. When the actual tare is eventually ascertained, any difference between the estimated and the actual weight is extended into the *Debit or Credit Tare* column, as the case may be, and is added to or deducted from a subsequent account. This method is very simple and concise; it is perfectly safe, and it avoids many complications in the ordinary Ledger.

SALES LEDGER for dividing SEASONS' GOODS.

The Woollen and Worsted and other cloth trades have two seasons—Spring and Winter—and much difficulty in ruling off the Ledger accounts is caused by the peculiar terms of payment. In order to enable each settlement to be clearly defined, several large firms have adopted a Ledger specially ruled to divide the seasons' goods. The form is as follows:—

Form of SALES LEDGER for dividing SEASONS' GOODS.

Dr. *Cr.*

Date.		Fo.	Spring Goods.	Winter Goods.	Total.	Date.		Fo.	£	s.	d.

The headings need not be printed in practice.

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As each settlement is made the items are cast up, whether in the Spring or the Winter column, and the amount is extended into the total column and ruled off. Intermediate or current goods are posted in either the Spring or the Winter column, whichever may for the time being be vacant. As to Seasons' Patterns, see page 200.

Another form of CASH BOOK.

The form of Cash book given on the following page is better suited to the requirements of some concerns than that given in the example pages 106—127, although it involves a little more work.

All moneys received, whether retained in hand or deposited in the bank, are entered on the left-hand side in the *Cash* column, and the total amount of each deposit into the bank is entered in the *Bank* column. All moneys paid, whether out of cash in hand or out of the bank, by cheque or otherwise, are entered on the right-hand side in the *Cash* column, and if paid out of the bank the amount is also entered in the *Bank* column.

In order to balance the cash, the right-hand Bank column is cast up, and the amount (£4016 4s. 9d.) is entered in the left-hand Cash column as so much *received from the bank*, and the left-hand Bank column is cast up and the amount (£8135 14s. 0d.) is entered in the right-hand Cash column, as so much *paid into the bank*. The difference between the left-hand and right-hand Cash columns then shews the amount of cash in hand. The transverse entries of the totals of the Bank columns are posted to the Bank Account in the Nominal Ledger, from which the balance at the bank is ascertained when required. If preferred, however, the commencing Bank balance may be entered in the Bank column of the Cash Book, so that the state of the Bank Account may be ascertained without reference to the Ledger. When this is done the commencing balance must not be included in the total entered in the opposite Cash column.

The transactions recorded in this form are identical with those on pages 106-7 so far as January 13th. The two methods may therefore be compared, and the cash balance struck on that date will be found to be the same in both forms.

The extra columns for *Totals Posted* may be added where required.

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Another Form of CASH BOOK.

January. 1884.

Date.			Ledger Folio.	Allowances.			Discounts.			Cashier.			Bank.		
1884 Jan	1	Balance in hand		..	..	..	..	..	..	187	10	6			
	4	Bills Receivable ..... No.	1	..	..	..	..	..	..	1430	14	1			
		do. ..... „	2	..	..	..	..	..	..	1810	1	2	2740	15	3
	10	Harrop, Jonas & Sons	12	..	..	..	..	..	..	190	10	6			
		Bills Receivable ..... No.	3	..	..	..	..	..	..	3576	18	3	3697	8	9
		Sykes, Jacob.....	20	..	..	..	0	0	3	1	4	0			
	12	Walker, Sterry & Lark	9	0	16	0	43	0	3	1697	10	0	1697	10	0
				0	16	0	43	0	6	8324	8	6	8135	14	0
		Received from Bank.....	..	..	..	..	..	..	..	4016	4	9			
										12340	13	3			

Date.		Voucher No.		Ledger Folio.	Discounts.			Cashier.			Bank.		
1884 Jan	1	PC	20	16				13	10	0			
			Christmas Gifts	16				15	0	0			
	2		Brook, James, half-year's Interest.....£250 0 0										
		1	Less Income Tax 5 4 2	31				244	15	10	244	15	10
	2	2	Hirst, Thos.	8	1	5	4	24	13	0	24	13	0
	3	3	Mitchell, J., Rent of Mills for half-year ending Dec. 31st	11				1800	0	0	1800	0	0
	6	4	Gas Account, Mill, for half-year ending Dec. 31st	11				50	8	1	50	8	1
	6	5	Gas Account, Warehouse, for half-year ending Dec. 31st ..	17				5	3	10	5	3	10
	7	6	L. & N. W. Railway.....	7				52	1	8	52	1	8
	7	7	Midland Railway.....	7				30	16	4	30	16	4
	8	8	Farrer & Co.	11	9	7	8	351	19	0	351	19	0
	13		Cashier	..				..	..	..	730	0	0
			Bills Payable,										
	13		Hutchinson, Whiteley & Co. No.	1				750	18	10	750	18	10
	13		Chamberlain & Son ..... „	2				475	8	2	475	8	2
					10	13	0	3314	14	9	4016	4	9
			Paid into Bank	..				8135	14	0			
								11450	8	9			
			Cash in hand	..				890	4	6			
								12340	13	3			

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CHAPTER VI.

DEPRECIATION (*h*).

It is intended to deal with this subject only so far as it relates to those classes of property usually connected with manufacturing concerns (*e.g.*, Mills, Warehouses, Leases, Plant, Machinery, Utensils, Furniture and Fixtures).

It may be regarded as a broad principle that *existing Works, Plant, Machinery, &c., should be efficiently maintained by all necessary repairs and renewals, out of* **revenue**, *and, in addition, the Trading Account should bear an adequate charge for* **depreciation.**

Amongst the causes of depreciation may be mentioned the following, viz:—

(i.) Supersession by improvements.
(ii.) Reduction in cost of labour and material.
(iii.) Decline in profits.
(iv.) Wear and tear.

The effect of causes i., ii. and iii. cannot be estimated in anticipation, and the measure of provision in respect thereof must be wholly determined by prudential considerations.

The effect of *Wear and Tear*, although subject to no precise rules, can be fairly approximated.

The assessment of the charge for depreciation differs according to the nature of the property. The following observations point out the peculiarities of each class.

Buildings.—The quality and durability of the structure of Buildings of all kinds must be considered. Local fluctuations in value of property may cause either appreciation or depreciation. It is recommended that changes in value from this cause should be adjusted by actual valuation. An *unearned increment* arising therefrom is a suitable element for a reserve fund; on the other hand, it is usually advisable to write off a decrease of value, either straightway or by instalments over a number of years.

MILL BUILDINGS cannot well be dissevered from their fixed motive powers, fixed power machinery (*i*), and steam, gas, and water pipes, inasmuch as without these the building itself is incomplete, and cannot properly be designated a Mill. Moreover, both the building and motive plant are affected for the most part by like causes of depreciation. It is true engines and boilers may be replaced while the building remains, but owing to the radical alterations in structure, necessitated by improvements in machinery, the design of the building

(*h*) It is entirely beyond the scope of this treatise to discuss the many polemical issues of the subject of depreciation. The present intention is simply to afford information of a strictly practical character, and to point out methods, admittedly empirical rather than scientific, which experience has shown to be reliable.

(*i*) The Bills of Sale Act, 1878, furnishes the following definitions:—Fixed motive powers comprise water wheels, steam engines, steam boilers and donkey engines. Fixed power machinery comprises shafts, wheels, drums, and their fixed appurtenances which transmit the action of the motive powers to the other machinery.

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is often obsolete as soon as the motive plant is worn out. If preferred, however, the depreciation of the building may be treated separately from that of the motive plant. When a new engine or boiler is laid down, the cost thereof, less the value (realised by sale) of that which it replaces, should be added to the *Capital* value, but all repairs should be charged against *Revenue*.

Leases.—The depreciation in value of a lessee's interest in property held for a term of years may be calculated :—

(i.) By dividing the purchase money, or original value, by the number of years of the term ; the product representing one year's depreciation.

By this method the earlier years bear the heavier burden, inasmuch as the interest on the capital invested in the lease is not taken into account, and such interest decreases year by year as the value of the lease diminishes.

(ii.) By finding the amount which, if charged annually, will exhaust the value at the expiration of the lease, after taking credit for interest on the annual balances at a fixed rate (*j*).

This method is more exact than the preceding one, as the charge for depreciation is equally divided over the whole term, and the amount taken to credit for interest on the capital invested in the lease is diminished year by year as the value of the lease decreases.

Although it is often perfectly justifiable to take credit for interest, the former method is recommended in ordinary cases, on the ground that it is always wise to be on the safe side and to charge the revenue with a little extra in the present in order to provide for a lighter burden in the future. Moreover, by way of compensation, repairs are often heavier at the end than at the commencement of the term. Special provision should be made when the lease contains a dilapidation clause.

(*j*) From Inwood's Tables, or other similar work, select the table shewing the *value in years' purchase* of an annuity (or lease) at the required rate of interest. Divide the value of the lease by the years' purchase shown by the table, and the product represents the amount to be written off annually as depreciation, Interest on the annual balances will, of course, be passed to the **Dr.** of the Lease Account and the **Cr.** of the Interest on Capital Account.

Thus :—The value at 5% interest of a lease (or annuity) of £1 for three years is 2·723 (years' purchase). Assume the present value of the lease at £1000—

$$1000 \div 2{\cdot}723 = 367{\cdot}21 = £367\ 4s.\ 2d.$$

The Ledger Account of the Lease would be as follows :—

1884 Jan.	1	To Value of Lease at this date	1000	0	0	1884 Dec.	31	By Trading a/c. (depreciation)	367	4	2
Dec.	31	„ Interest 1 year at 5 per cent. (carried to Credit of Interest on Capital account)	50	0	0			„ Balance down.....	682	15	10
		1050 : 0 : 0						1050 : 0 : 0			
1885 Jan.	1	To Balance down.....	682	15	10	1885 Dec.	31	By Trading a/c. (depreciation)	367	4	2
Dec.	31	„ Interest	34	2	9			„ Balance down.....	349	14	5
		716 : 18 : 7						716 : 18 : 7			
1886 Jan.	1	To Balance down.....	349	14	5	1886 Dec.	31	By Trading a/c. (depreciation)	367	4	2
Dec.	31	„ Interest.....	17	9	9						
		367 : 4 : 2									

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Plant and Machinery.—The depreciation of Plant and Machinery may be assessed by any of the following methods, viz:—

(i.) Re-valuation; the amount of depreciation being the difference between the old and new valuations, after allowing for additions meanwhile.

(ii.) The deduction of a fixed amount yearly from the cost of each individual machine; the aggregate deduction being written off from the value of the plant as a whole.

This method involves much labour, but it is often carried out in order to know the exact value of the machinery in each room in case of partial destruction by fire. The account may be kept in the following form, of course apart from the ordinary book-keeping:—

No. of Machine.	Value January, 1884.	Improvements.	Depreciation.	Value January, 1885.	Improvements.	Depreciation.	Value January, 1886.	Improvements.	Depreciation.						
1	120		6	114											
2	140	20	7	153											

The book may be ruled with as many columns as may be desired.

Fractions of a pound should either be omitted altogether or stated in decimals.

For the purpose of identification, the machines should be labelled with a number corresponding with the number in the account.

Any number of machines of exactly the same type and age may be calculated in the aggregate.

(iii.) Having ascertained the probable working life of the machinery as a whole (or in each department) and the residual value at the expiration of the life, deduct the residual value from the first cost and divide by the number of years of the expected life; the product may be written off annually as depreciation until the residual value is reached.

By this method all additional machinery must be depreciated separately, as the value thereof will be exhausted at different dates.

(iv.) Having ascertained the probable working life of the machinery and the value, if any, when it is worn out, charge a percentage upon the diminishing value sufficient to reduce the first cost to the residual value by the time when the working life expires.

The last method (iv.) is the simplest, and the percentages may be adjusted with sufficient accuracy (see Table, page 236).

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The following Table is compiled from the author's experience of a large number of cases:—

Description of Property.	Rates of Depreciation on diminishing values.	Remarks.
LEASES.....	See Page 234.	
WAREHOUSES, OFFICES, AND COTTAGES (Freehold).	2½% to 4%	The value of the land on which the buildings are erected should be excluded from the calculation, unless the rate is lowered accordingly. Special provision must be made for local appreciation or depreciation of property.
MILLS, including both Buildings and Motive Plant.	3½% to 6% New Engines or Boilers to be added to Capital value.	Do. do.
MILL BUILDINGS, exclusive of Motive Plant.	2½% to 5%	Do. do.
MOTIVE PLANT, *i.e.*, Engines Boilers, Gearing, &c.	5% to 7½%	The wear and tear of Boilers depends largely upon the quality of the water used.
PLANT & MACHINERY, viz.:		
CARDING, SCRIBBLING, AND CONDENSING.	5% or thereabouts, Cards being treated separately.	
CARDS	See page 237.	
COMBING AND SPINNING.....	7½% or thereabouts.	This rate applies equally to Woollen, Worsted, Silk, or Cotton Spinning.
WEAVING.....	10% or thereabouts.	The faster the loom runs, probably the greater the depreciation.
DYEING AND FINISHING	5% or thereabouts.	
MISCELLANEOUS	5% to 10%	
FURNITURE & FIXTURES.	7½% to 10%	
PLANT, &c., on Hire System.	Assess the ultimate value when all instalments are paid; divide this ultimate value by the number of instalments and credit the product to Capital each time an instalment is paid, debiting the remainder to the Trading Account.	

In fixing the above rates of depreciation, it is assumed that the machinery will be kept running during the hours prescribed by the Factory Acts: overtime or short time must be allowed for. It is also assumed that the machinery will be kept in efficient repair. An independent valuation every five years may be made, where convenient, as a check upon the system of depreciation.

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Cards (*k*)—Where the Carding machinery constitutes a considerable portion of the whole plant it is very desirable that a distinct account should be kept of the Cards. The average working life of Cards is from five to seven years, according to their quality and the character of work on which they are employed. The simplest and most effective method of keeping the account is to add all expenditure to the capital value, and to write off annually from one-fifth to one-seventh of the cost of clothing completely all the machines in operation. The Cards covering certain parts of the machines wear out much more rapidly than others, and if desired the account may be so ruled as to divide the outlay under several heads (*e.g.*, Swifts, Doffers, Strippers, Angles, Workers, and Fancies). Varying rates of depreciation may then be written off, according to the average length of life of each class. Elaborate details of this character are, however, more conveniently dealt with outside the financial books.

(*k*) Woollen Cards are especially referred to here, but Worsted and Cotton Cards may be treated in like manner.

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CHAPTER VII.

Finance and Duties of the Cashier.

The management of the finances of a manufacturing business requires much skill and forethought.

Considerable sacrifices are often made by small capitalists in raising funds to meet engagements which ought never to be contracted, or which, with proper management, might be provided for without loss. Others with ample resources are careless as to the manipulation of the funds at their command, and consequently neglect a very fruitful source of income.

In order to finance to the best advantage it is necessary to know in advance what funds will be available in the immediate future. For this purpose the cashier should compile a table shewing in monthly totals what accounts are expected to be received and what are contracted to be paid.

A small increase of Capital or overdraft at the bank will sometimes enable a firm to take discounts, by prompt payment, which they would otherwise loose. Where the terms of payment, as in the Woollen trade, allow the option, after a clear month's credit, of a four month's bill, or prompt cash less 2½ per cent., such an increase of available money will produce 7½ per cent. per annum.

The terms of a banking account are entirely subject to arrangement, and vary very much according to locality, the nature and comparative safety of the account, and other circumstances. A Yorkshire banker may, and usually does, offer the following terms to a manufacturer, viz:—To charge interest at the rate of 5 per cent. upon an overdraft, and to allow interest at the rate of 1½ to 2½ per cent. (according to the value of money) upon a credit balance; bills (if first class) to be discounted at the Bank rate for the time being for accounts having a credit balance, and at a half per cent. above the Bank rate for accounts having an overdraft. A commission to be charged upon the *turnover* of one-quarter per cent. while the account is overdrawn, and one-eighth per cent. while there is a credit balance.

The financial manager of the firm should constantly watch and anticipate the state of the Bank account, striving where possible to keep a balance to credit, and thus avoid the double charges of an overdraft. He will often have to make very careful calculations in order to decide whether a greater advantage, present or future, will be gained by giving an acceptance or by paying prompt cash.

Where an acceptance is given the customary 2½ per cent. discount is sometimes allowed, less the Bank rate for discounting the bill. Inasmuch as the Bank rate averages only 2 to 3 per cent. this method of payment is obviously a decided advantage to the payer, although it may properly be refused by the payee on the

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ground that he has to run the risk of four month's longer credit without compensation. Where, however, the status of the payer is beyond doubt, the payee receives exactly the same as though he were paid prompt cash less 2½ per cent., and has consequently no cause for complaint (*l*).

Bills received from customers may be kept in hand until they mature, or may be discounted at any time prior to maturity. The expediency of either holding or discounting depends upon the funds available, the rate of discount, and the state of the firm's Bank account for the time being. Inasmuch as the discount rate only averages from 2 to 3 per cent., it is clearly more profitable to discount all bills received, than, by keeping them in hand, to necessitate a permanent increase of Capital or bank overdraft.

Bills are frequently discounted with bill brokers and other discount houses in order to obtain a lower rate, but the extra trouble involved in this course is seldom compensated by the benefit derived therefrom. The Banker should first be approached for better terms.

As to dealing with Foreign Bills, see *Bills of Exchange*, in the Appendix.

It is a safe and desirable practice to pass all money (excepting small sums), both received and paid, through the bank. The paying away of customers' cheques in discharge of debts owing by the firm in order to save bank commission, generally speaking, is false economy and is open to many objections. Whilst a cheque is in circulation interest on the amount is lost, the drawer may fail, and opportunities for fraud are multiplied. On the other hand, payment by the firm's own cheque or by banker's draft decreases the chances of embezzlement, furnishes undeniable evidence of the amount paid, and facilitates the book-keeping. Payment by banker's draft at 14 or 21 days is often accepted instead of cash, and the bank commission is thus saved. Where banker's drafts for large sums are received by the firm, they may sometimes with advantage be paid away before they become due. The draft should be endorsed to the order of the party to whom it is paid.

The prompt collection of outstanding debts is a matter of much importance. The cashier should call attention to all overdue accounts

(*l*) The following instance will suffice to illustrate the important advantages to be gained by this mode of payment:—A firm purchasing material amounting annually to about £90,000 was in the habit of paying prompt cash, less 2½ per cent. discount. The firm borrowed £50,000 at 5 per cent. interest as loan capital, a portion of which was suddenly recalled at the death of one of the parties. In order to provide funds to meet this demand payment by bills on the above principle was resorted to, and was eventually accepted by all houses from whom goods were purchased. The result of this change in the mode of payment was as follows, viz:—The £90,000 per annum was paid by acceptances at four months instead of prompt cash, consequently £30,000 in bills was continually outstanding, and of course the same amount of Capital was released to pay off the loan. The customary 2½ per cent. discount was obtained as before, less the Bank rate for discounting the bills which averaged 2¾ per cent. per annum. The difference, therefore, between the 5 per cent. interest previously paid on the loan capital and the 2¾ per cent. allowed for discounting the bills left a saving of 2¼ per cent. on £30,000, equal to £675 per annum.

This case is a type of many where a change in the method of financing has effected large savings, and relieved embarrassment.

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owing to the firm, and should not permit any customer to extend the ordinary terms of credit unless such extension is contracted for at the time when the goods are sold. The growing tendency to relaxation of terms of credit is an evil that can only be counteracted by the utmost firmness on the part of established houses. A proportion only of the usual discount should be allowed where accounts are not remitted promptly, and where practicable the whole discount should be forfeited.

The terms of payment should be printed on all invoice and statement forms, and it should also be intimated that interest will be charged on overdue accounts (*m*).

The profitable handling of financial matters depends very largely upon the care and vigilance of the cashier, or other person entrusted with the duty of passing accounts both to be received and paid, and the principal will do well to supervise this work. A rough test may, however, be placed upon the results year by year. The discount on purchases and the discount on sales accounts may be compared with those of previous years. From the amount of purchases made during the year it may be readily computed how much discount *ought* to have been obtained, after allowing for loss of discount in cases where bills are given. The discount on sales can only be compared by way of average, as there is so much irregularity in the modes of payment; one customer will remit prompt cash, another will give an acceptance and another will pay at half-time, and so on. Nevertheless, the average should be much the same year by year in a steady business.

While advocating the utmost vigilance in making use of all the advantages which custom and usage allow in financial matters, the author cannot too strongly deprecate the unfair means that are sometimes resorted to in order to extort more than is justly due. If on no higher ground than that honesty is the best policy, it should be remembered that a reputation for fair dealing is an invaluable aid to a buyer.

(*m*) Interest cannot be legally claimed until after notice has been given that it will be charged, hence the necessity for such intimation.

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CHAPTER VIII.

WAGES.

The most rigid exactness and precision should be observed in controlling the payment of wages, which constitute one of the largest and most important items of expenditure in a manufacturing business. All requisite statistics and information, as well as security against fraud, may be obtained by judicious organisation, with even less clerical labour than is involved in many of the clumsy and unsatisfactory methods in use, which afford neither information or security.

Inter alia it is necessary to know :—

(i.) The amount paid in each department, or for each class of work, during any given period.

(ii.) That no amounts are charged by the cashier other than those actually paid.

(iii.) That the *time* workers are paid only for actual time employed.

(iv.) That the *piece* workers are paid only for actual work executed.

The following plan, which fulfils all the above requirements, has for years been in operation in many large manufacturing concerns with entirely satisfactory results :—

Pay Tickets.—The overlooker of each department is furnished with a book of pay tickets, each page being ruled and perforated so as to form ten tickets, (see page 243). Duplicate coloured sheets, not perforated, alternate with the perforated sheets and receive impressions from carbon paper. These books remain in the counting-house during the week, and are handed out to the several overlookers in time for them to write out the pay tickets for the workpeople under their supervision. The books are then collected and verified (*n*) by a trustworthy person, other than the pay clerk, whom we may style the *Wages Superintendent*, and the duplicate pages are cast up and initialed by him in ink. The perforated pay tickets are torn out and handed back to the overlookers, who distribute them amongst the workpeople (*o*). The books containing the duplicates are sent into the counting-house, and from them the money is counted and made ready.

A cheque should, where convenient, be drawn for the exact amount required, thus avoiding the temptation to misappropriate any surplus.

(*n*) The verification may be done either before or after the wages are paid, and, if after, mistakes may be rectified on the succeeding pay day.

(*o*) For greater security, the Wages Superintendent may distribute the tickets personally or by deputy, and may require the workpeople to furnish the amount due to them before handing over the tickets.

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Pay Tables and Boxes.—The pay clerk is provided with a table divided into small numbered squares, and the amounts due to the workpeople are counted and placed on the squares bearing the numbers by which they are respectively known. Small tin boxes with impressed numbers are sometimes used as receptacles for the money, and are arranged in order on the table. The employés present their numbered tickets at the pay table and receive cash in exchange for them.

Departmental Summary.—A summary (see page 245) classifying the wages according to the amounts paid in each department, or sub-department, is regularly written up by transcribing the weekly totals from books containing the pay ticket duplicates.

Test of Results of Labour.—The results of labour employed in each department may be tested by comparing the totals shewn by the wages summary with the record of work week by week.

Collusion.—In order to guard against fraud by collusion between overlookers and workpeople, the task of writing out the pay tickets should occasionally, without previous notice, be deputed to another person.

Workpeoples' Record.—The wages superintendent should keep a *Workpeoples' Record* containing the numbers, names and addresses of all employés, particulars of the terms upon which they are severally engaged, dates when engaged and when discharged, alterations in rates of pay, and any other useful information. The numbers and names of the workpeople may also be entered at the commencement of the pay ticket books. It will be found necessary, owing to the constant changes, to revise the Workpeoples' Record occasionally, the names being re-written and new numbers issued.

The Wages Superintendent while verifying the pay tickets should compare the weekly earnings with the Workpeoples' Record and inquire into any discrepancy.

Piece-Work Record.—Systematic records should be kept of all work done and *piece-work* wages should be compared therewith. These records are usually kept in books specially ruled for the purpose and should comprise the following particulars, viz: The description of work, quantities, dates when commenced and finished, rate of pay, and amount. A column should be provided where necessary for payments on account.

The overlooker opens a distinct page in his book for each person under his supervision. In some cases it is convenient to have a separate book for each employé and in others tickets are used. It is quite impossible, owing to the many varieties, to give specimen rulings, or even to lay down a comprehensive method of recording work done. The records should, however, be thorough and systematic, and should be so arranged that the returns for the cost books and also for the departmental accounts may when necessary be compiled from them.

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Timeworkers.—The timeworkers' wages should be verified by the timekeeper's book.

Metallic Check System.—There is, perhaps, no more reliable check upon time workers than what is known as the metallic check system. Each employé is furnished daily with metallic discs bearing the number assigned to him or her. On entering the works the discs are dropped into a receptacle, and the numbers are afterwards marked off in the timekeeper's book (see specimen, page 244). Several ingenious contrivances have been invented for receiving the metallic discs, amongst which is a clock made to shift automatically, at set intervals, a receptacle with partitions; thus shewing late arrivals without the possibility of collusion.

It will be observed that the various functions connected with the computation, verification and payment of wages are performed by different parties, while they are so linked together that the successful perpetration of fraud involves the complicity of several persons.

FORM FOR PAY TICKET BOOK.

Each page of the book should form ten tickets. The alternate sheets for the duplicates should be of coloured paper, and need not be ruled.

PROVIDENCE MILLS	*Jan. 1st,*	*1888*			
	52	*6d.*	*1*	*6*	*0*
PAY No.	*102*	*J. B.*			
PROVIDENCE MILLS		*188*			
PAY No.					
PROVIDENCE MILLS		*188*			
PAY No.					

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FORM FOR TIMEKEEPER'S BOOK.

No.	Name.	Saturday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Total Hours.
1	JOHN JONES	L	⊏	⌐	□	□	L⌐ 30	
2								

The sides of the squares indicate four divisions of time during the day, *e.g.*, before Breakfast, after Breakfast, after Dinner, and over-time. Where there are only three divisions a triangle Δ may be used and where only two a X. The half stroke signifies a late arrival or early departure and the figures (30) mark the short time in minutes. No employé should be allowed to leave at an irregular time without a special permit.

FORM FOR WAGES BOOK.

The following form of Wages Book may be employed where the use of pay tickets is not convenient. The book is ruled to record the wages for thirteen pay days, without re-writing the names. A separate page or portion of a page is appropriated to each department. A Summary is prepared by transcribing the weekly totals of all departments to a page set apart for that purpose.

No.	Name.	Rates or Quantities.	.....1883. £ s. d.			.....1888. £ s. d.			.....1888. £ s. d.		

Ten further columns extend across the folio.

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FORM FOR SUMMARY OF WAGES.

Pay Ticket Book. No. 1	2	3	4	5	6	7	8	9	10	11	12	13		
Departments.	Woollen Carding.	Woollen Spinning.	Worsted Combing.	Worsted Spinning.	Weaving.	Dyeing.	Finishing.	Pattern Room.	Carters and Teamers.	Engineers and Firers.	Mill Managers.	Mechanics, Joiners and Plumbers.	Watchmen and Time-keepers.	Cash Book Folio	Lateral Total corresponding with the entry in the Cash Book.
Date.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.		£ s. d.

Additional columns may be provided to accommodate any further sub-division that may be required.

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CHAPTER IX.

Mill or Factory and Warehouse Books.

We are now to explore a region usually regarded by the skilled book-keeper as *terra incognita*, and where, moreover, he would esteem himself wholly as a trespasser.

Innovations in this direction, when prompted solely from a theoretical acquaintance with the science of book-keeping, are for the most part useless and are often mischievous, but there is no excuse for leaving a most important sphere of account-keeping to be framed and organised entirely by empirical ingenuity.

In many manufacturing concerns the mill books consist almost entirely of rough and ready records of the overlookers or heads of departments, who write down only what is absolutely essential for the purposes of their supervision, and not infrequently sturdily oppose any increase to this branch of their duties.

In any endeavour after reform the wise utilization of existing agencies will materially enhance the chances of success. Moreover, any system of mill books must, to a large extent, be organised out of the imperfect methods which necessity and accruing experience have brought into practice. The records of the overlookers may, if well arranged and made permanent, form a practical basis for a simple and perfect system.

As an outcome of these views, after very careful investigation into the essential requirements of the various departments of manufacture, the forms given on pages 262 to 271 have been drawn up, and with various modifications they are adopted by many first-class firms.

The stock and cost books hereinafter described may be kept by the overlookers or managers of departments, or, if secrecy is desired, may be written up in the counting-house from returns made by them. The prices and cost calculations may, if preferred, be entered in cipher.

The person who is responsible for the oversight of stock or *stores*, in any department is expected to satisfactorily account for all that he receives, and should at any time be able to furnish from his books, without surveying the articles, the exact quantity of any particular commodity in his keeping. Besides which, his accounts should be capable of verification by comparing the quantities on hand, shewn by the periodical stock-taking, with the surplus shewn by his books.

In order to guard against extravagance the storekeeper may be instructed to require the production of a ticket, signed by an overlooker and countersigned by a manager or other official, authorizing

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him to deliver out articles in his keeping. These tickets will constitute the storekeeper's vouchers for articles issued, and they should be occasionally compared with his books by an independent official. The cost of the tickets is small, and, if printed in suitable forms, they may be made out very readily.

In accounting for material, stock, or stores, regard must be had to *quantities* and not *values*. The introduction of values will only lead to hopeless confusion, and will serve no useful purpose.

When a larger quantity is withdrawn than is required for the immediate purpose, it should always be returned to the place of withdrawal, and should not be kept over until another opportunity occurs of using it.

In considering the various books (*p*) required, we shall commence with the purchase of materials, and advance step by step through the several stages of manufacture, concluding with the warehousing, consignment, and sale of the finished goods.

In the first place we must deal with the

MILL BOOKS RELATING TO PURCHASES.

These differ essentially from the books connected with the several processes of manufacture.

The first book which comes to our notice is the

ORDER BOOK.—A written order, signed by a principal, or authorized official, should be given for all goods purchased, and a copy of the order should be retained for reference. Order books containing duplicate forms are convenient for this purpose. The forms should be numbered consecutively, and should provide for conditions as to packing, carriage, date and place of delivery, terms of payment, instructions as to sending delivery notes and invoices, and any other material particulars. Reference should be made to sample where necessary, and the order should in all respects be carefully worded (see *Statute of Frauds*, page 295).

When the invoices come to hand they should be compared with the duplicate order forms, and may also be marked with the order number.

In every instance where it is necessary or desirable to supervise the receipt and disposal of articles purchased, the particulars thereof should be recorded in a *Stock and Cost Book*. The size and ruling of the book must be arranged so as to accommodate the particular characteristics of the articles to be recorded therein; but it will be

(*p*) It will, of course, be understood that it is quite impossible to provide forms exactly suitable for every variety of business. The specimens are confined to the Woollen and Worsted trades, and in some instances merely general outlines are given, which may be modified to suit special requirements. The books required by the Silk Spinner are very similar to those for Worsted Spinning.

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observed that the same fundamental principles prevail throughout the several books hereafter described, viz. :—

(i.) The articles RECEIVED are recorded in *quantities*, and the *cost price* is given.

(ii.) The quantities ISSUED are shown, and their *destination* is indicated by means of reference numbers.

(iii.) The *total quantity* ISSUED is made to agree with the *quantity* RECEIVED.

Articles returned after being issued may be entered in red ink in the issued columns, and the quantities returned should be deducted when extending into the total issued column.

Form 1 is suitable for RAW MATERIAL PURCHASED.

Three entries are given as examples; the first is all issued to the Combing Department to be made into Tops (see Combing or Tops Stock and Cost Book, Form 7); of the second and third entries a portion of each is issued for making woollen yarn (see Woollen Yarn Making Stock and Cost Book, Form 6).

The Combing and Woollen Lot reference numbers to which the material is issued are indicated by the figures *above*, and the lbs. weight by the figures *beneath* the line, thus—$\frac{7\ 7}{18\ 7\ 18}$ (Lot No. / lbs. issued).

When the whole of a parcel has been issued the lower figures are added laterally, and their sum is extended into the *Total lbs. issued* column.

Unless the material purchased is already scoured and dyed, it has to pass through one or both of these processes before it is used in making yarn (*q*). The scouring causes a large reduction in weight, in some instances as much as 70 per cent., and a new calculation is therefore necessary.

Thus—the material in its raw state, 510 lbs. cost 8¾d. per lb. = 18 : 11 : 10½—the weight after scouring and dyeing is 190 lbs., therefore $\frac{18 : 11 : 10\frac{1}{2}}{190}$ = 1 : 11½ per lb.; to which add the price per lb. for scouring and dyeing, say 2d., together making 2 : 1½ per lb.

The increased price and the reduced weight are entered in their respective columns, and the lbs. issued will of course correspond with the reduced weight. The percentage of reduction by scouring may be recorded for guidance in future buying.

When the material is sent out to dye it is well to provide extra columns for recording the dates sent and returned, the Dyer's name, and the price.

(*q*) In making woollen yarn it is customary to scour the whole parcel of material, which may then be distributed into several lots. In combing lots, however, the whole parcel of wool is usually both scoured and combed, and may be distributed into several spinning lots after combing. In the latter case, therefore, the reduction in scouring more conveniently falls into the calculation for the combing lot, and the unscoured weight is consequently entered as *issued* to the combing lot. Where quantities of various material are blended in anticipation of spinning, it may perhaps be desirable to keep a separate Blend Book.

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This book may be apportioned (*r*) or separate books may be used, according to convenience, so that the various descriptions of material may be kept distinct.

FORM 2 is suitable for YARN PURCHASED in the hank, or bundle, or warp, and either dyed or undyed.

The first specimen entry represents a quantity of white worsted yarn, a portion of which is handed out to dye Shade No. 30 (see Yarn Shade Register, Form 12), and other portions are handed out in the white for weaving pieces Nos., say, 14730, 14876, 14895. These several portions exhaust the purchase, and the items are added laterally and extended into the *Total lbs. issued* column. The second specimen entry represents a quantity of coloured yarn purchased in the dyed state, which is at once issued to its respective Shade No., say, 171.

The book may be apportioned (*r*) for different classes of yarn and the ruling may be modified for special characteristics. Woollen, worsted, cotton, and silk yarn may be kept distinct from one another.

FORM 3 is suitable for YARN PURCHASED on the spool or bobbin, and may be combined with Form 2 if preferred.

FORM 4 is suitable for DYEWARES, CHEMICALS, SOAP, OIL, &c.

The quantities of invoices when given in tons, cwts., &c., should be reduced to lbs., and the weights issued should be recorded in lbs.

When the material is handed out to different departments, initials indicating the department may be given above the quantity issued, in order to facilitate the departmental analysis.

The book may be apportioned for different classes of material, or separate books may be used (*r*).

FORM 5 is suitable for MILL FURNISHINGS AND LOOSE UTENSILS.

This is merely an outline form for articles purchased in bulk, to be handed out by the storekeeper as required (*e.g.*, Belting, Strapping, Brushes, Baskets, Oil Cans, &c., &c.) In the classification of the invoices in the Purchases Day Book, these articles are entered under the column headed Mill Furnishings, &c., sub-head "*Store.*" From this stock book the analysis for departments is prepared so far as regards the items in the *Store* column.

Having described the Stock and Cost Books for recording things purchased, let us now consider the

MILL BOOKS relating to the PROCESSES OF MANUFACTURE.

To the right hand of Forms 6, 7, and 8 supplementary columns are added for abstracting the work done in the department, but they may

(*r*) When a Stock Book is apportioned, the respective divisions may be indicated in the same way as the letters of an alphabetical index to a ledger.

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be omitted where departmental accounts are not required. The amounts extended into these columns should be added up and carried forward from page to page.

The space allowed in the forms for the calculation of each lot must entirely depend upon the ordinary requirements of the particular business. In some cases four or five lots may usually be calculated on one page, in others, where many different parcels of material are mixed in one lot, a whole page may be required.

Material which is put out to work in any of the processes may be entered up in exactly the same form as though the process had been carried on at home. The outworker's name, and the dates, handed out and returned, should be recorded.

FORM 6 is suitable for a WOOLLEN YARN MAKING STOCK AND COST BOOK.

The specimen entry represents a lot of black weft, part of which is handed out for weaving Piece No. 14570 (see Piece Making Book, Form 11.), the remainder is supposed to be in stock.

The stock reference numbers in the first column refer back to the entries in the Raw Material Stock and Cost Book, Form 1.

The price charged for scribbling, carding, and spinning represents the ordinary trade charge, and is calculated upon the weight of yarn *produced*.

When different thicknesses are spun from the same lot, columns may be provided for each size, as in the Worsted Yarn Making Stock and Cost Book, Form 8.

Where yarns are *twisted* or *doubled*, a new stock record and calculation of cost is required, and this may be made in a similar form to the yarn lot, or a distinct book may be kept for *Twists*. The stock reference numbers would refer to the yarn lots of which the Twist was composed.

FORM 7 is suitable for a COMBING (or TOPS) STOCK AND COST BOOK.

The specimen entry represents a combing lot, the tops from which are handed over to the Spinning Department (see Worsted Yarn Making Stock and Cost Book, Form 8), and form the material of Spinning Lot 85.

The stock reference number in the first column refers back to the entry in the Raw Material Stock and Cost Book, Form 1.

The price charged for combing represents the ordinary trade charge, and is calculated upon the weight of tops *produced*. The value of the *Noils* is deducted before the cost per lb. of tops is calculated.

The Noils are represented as partly sold, and the remainder as handed over to be spun in a Woollen Lot No., say, 161.

The tops produced which are here all issued to one spinning lot might be issued to several.

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Where tops are purchased by the firm, the quantities purchased should be entered in Form 1, a separate book or portion of a book being appropriated to them if desired.

FORM 8 is suitable for a WORSTED YARN MAKING STOCK AND COST BOOK.

The specimen entry represents a lot of worsted yarn made from Combing Lot 77, and portions of which are spun to two different counts or sizes. A part of the 2/48's yarn is issued to Shade No. 31 (see Yarn Shade Register, Form 12), and the remainder is supposed to be in stock.

The trade charge for roving and spinning differs with the counts or thickness of the yarn. The cost per lb. of the material, at the decreased weight after spinning, is first ascertained, and to this the trade charge for roving and spinning must be added to find the cost of each size of yarn. A slight allowance may be made for the difference in waste in spinning to the various sizes.

The headings of the columns for *counts* should not be printed but written in each case, and a sufficient number of columns should be provided for the average variety of counts spun from the same lot.

Warp, *weft* and *hank* may be marked above the lbs. produced, and the slight difference in price may be indicated as required.

Before proceeding to describe the Piece Cost Book, it is desirable that we should refer to several books which are almost entirely of a technical character, but which form connecting links between the Yarn and the Piece Cost Book.

In the manufacture of plain goods very many of the complicated details involved in making fancy goods are avoided, but provision is made for the most intricate case, and it is left to the discretion of the reader as to what he may conveniently omit in his own particular trade.

In smaller concerns certain books which are here kept separate may be combined; in other cases perhaps further subdivision may be desirable.

The head warehouseman is expected to furnish the mill manager with particulars of every order received by him. These particulars are entered in the

PIECE ORDER BOOK at the MILL (see Form 9).

The number of pieces to be delivered in each month can be ascertained by adding up the figures in the respective month columns, and the manufacturer may thus guard against contracting to deliver more pieces than he can get ready in the given time.

With a view to avoid unnecessary changes of the loom gears all orders should be classified as they come in, according to the make of

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cloth. The basis of classification is usually the sley or reed. The orders received and the details of construction (*s*) of all pieces woven with a particular sley or reed are entered on the page or pages appropriated to them in the

ORDERS MAKING CLASSIFICATION BOOK (see Form 10).

The specimen entry sets out the details for construction of Piece No. 14570 (see Form 11).

An index to this book may be kept to indicate the folio where any range may be found.

When the pieces are delivered the entries in the Orders Received columns should be marked off.

After classification the next step is to ascertain and get ready the quantities of the various yarns required to fulfil orders, as to which the O. M. C. Book affords full information.

In preparing to make fancy goods, if the yarn is purchased in the white the required quantity of each shade must be handed out to dye; if coloured yarns are purchased then the necessary orders must be given to the spinner.

In order to control efficiently the storing of fancy yarns, which often number several hundred different shades and many different qualities and sizes, it is necessary to keep a

YARN SHADE REGISTER (see Form 12).

In this register are recorded the quantities *required*, *ordered*, *received* and *issued*.

The quantity *required* is recorded so that a sufficient supply may be prepared in readiness for weaving the pieces on order (*t*).

The quantity *ordered* is recorded, as it is frequently desirable to order more than is required for immediate purposes. The date ordered is inserted for facility of reference, especially where coloured yarns are purchased from the spinner, who may, and often does, send more or less than is ordered.

Different counts and qualities of yarn should be kept in distinct portions of the register, and the qualities may be indicated by letters, thus—A12, B12, &c.

For indentification the box or receptacle containing the yarn, or the yarn itself, should be labelled with the quantity, stock and shade numbers, and the counts or skeins.

(*s*) A book should be kept for recording the particulars for construction of all goods offered for sale, the ranges being numbered consecutively, and the Orders Making Classification Book may be entered up therefrom.

(*t*) The delivery of goods is frequently delayed because of the supply of a particular shade becoming exhausted.

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As already explained, all yarn *purchased*, whether dyed or undyed, is *first* entered in the Yarn Stock and Cost Book, Form 2 or 3, and all yarn *made* is first entered in the Yarn Making Stock and Cost Book, Form 6 or 8. Each quantity *handed out* to weave is entered as *issued* from these Stock and Cost Books, and, if not woven in the white, is entered as *received* in the Yarn Shade Register. The reference numbers are inserted both in the Stock and Cost Book and Register.

Each quantity of dyed yarn handed out to weave (*u*) is entered in the Shade Register as *issued*, the piece reference number being inserted.

The specimen entry in Shade 30 relates to yarn *purchased* in the white (entered as issued from Form 2), and afterwards dyed to Shade 30; 7¼ lbs. of this are issued to weave Piece 14570 (see Form 11).

The specimen entry in Shade 31 relates to yarn made on the premises (entered as issued from Form 8), and afterwards dyed to Shade 31; 7½ lbs. of this are also issued to weave Piece 14570 (see Form 11).

It must not be overlooked in comparing the stock on hand with the difference between the quantities *received* and *issued*, that the yarn gains in weight by the process of dyeing, and this gain must be inserted.

To find the cost price of any shade of yarn, refer back, by help of the Stock reference number, to the Stock and Cost Book, and add, where necessary, the cost of dyeing as indicated in the Shade Register, allowance being made for increase of weight in dyeing.

When the time arrives for the piece to be woven a

WEAVER'S TICKET is prepared (see Form 13).

The particulars necessary for filling up this ticket are obtained from the O. M. C. Book, Form 10. The ticket passes first into the hands of the warper and thence to the weaver, and is produced to the overlooker when the piece is woven. The overlooker in exchange hands the weaver a pay slip (see page 243) which authorises the cashier to pay the weaver wages for the work done.

As each piece is put into work the full details thereof are entered in the

PIECE MAKING or BALK BOOK (Form 11).

A serial number is given to the piece, which it bears until it is delivered finished at the warehouse.

The folio of the O. M. C. Book (Form 10) is inserted for reference, and from that book the details, including the weight of warp and weft, are obtained.

(*u*) In large concerns it is often convenient to keep a separate book in which to record the several quantities handed out to weave, and the total issued from each shade is entered weekly in the Shade Register.

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Except in the case of goods made for stock, the cost is calculated and orders are taken at prices fixed long before the pieces are put into work. It is, however, very essential for future guidance, as well as for checking purposes, that the *actual* cost should be calculated after the goods are made. It is not convenient to make these calculations in the Piece Making Book, as it would there be necessary to reckon the cost of each individual piece. A much more effective check, and one that involves much less labour, can be imposed by abstracting the necessary particulars of pieces of one particular make and including them in one calculation.

The PIECE COST BOOK (Form 14), may be utilised both for costing ranges and for checking the actual cost of the pieces after they are made.

The percentages for Pattern Making and Warehouse Expenses and General Charges, may be determined with the help of the Manufacturing Account, Sections I. and II. (see page 221), by the following method, viz. :—Compare the *aggregate value of work done* in those processes mentioned in the Piece Cost Book—

(i.) With the aggregate cost of pattern making.

(ii.) With the aggregate of the warehouse expenses and general charges;

and according to the proportions which these bear in the aggregate, so should be the ratio of charge in the individual calculations.

The percentage of profit must always be determined by the circumstances of the business.

According to this principle of costing goods the *non-manufacturing* charges are equally distributed over the *work done* in the Weaving and subsequent departments, and it is believed that this will be found the safest and most reliable method. The charges might be distributed on the basis of the *wages paid* in these departments, but to do so would require additional calculations. The basis of charge might also include the cost of material where the goods made are all of the same class, but where the material used in certain goods is more expensive than that used in others the charges would be unequally distributed.

We have now to consider the books required in the Warehouse. The particulars of each order received are recorded in the

WAREHOUSE ORDER BOOK (Form 15).

The written orders should be carefully preserved and numbered consecutively. By the aid of this book the manager of the warehouse is able to keep in view the orders on hand from each customer, and to see that they are duly executed. A separate portion of the book is appropriated to each customer, and an alphabetical index is kept to indicate the customer's folio on the same principle as an ordinary ledger index.

The Yarn Spinner will find it necessary to keep an order book either at his mill or warehouse, or at both places, but the form of the

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book must entirely depend upon his particular class of trade. The form should provide *inter alia* for the following particulars, viz :— Date, consecutive number of order, description of yarn, mark, counts or skeins, price, terms, date for delivery, whether on spool or bobbin, or in hank or warp, quantity, and any special particulars. It should also provide for dates of delivery and quantities delivered.

It is sometimes convenient to keep the record of skeps in this book (see also page 229).

The **WAREHOUSE STOCK BOOK** (Form 16), is suitable for piece goods.

The distinctive numbers given to the pieces and recorded in the Piece Making Book, Form 11, are utilised only for *manufacturing* purposes. The particulars of all pieces as they are delivered at the warehouse are entered in the Warehouse Stock Book in consecutive order, and a ticket, bearing the Warehouse Stock Book Serial No., is attached to each piece. The Warehouse No. is used for *selling* purposes, and is recorded in the Sales Day Book entry.

The Warehouse Stock Book should be periodically compared with the Piece Making Book (*v*), and at stocktaking every piece not on hand should be traced through the Sales Day Book as sold. Returned goods will, of course, be likewise traced through the Returns Sales Day Book.

The Yarn Spinner who keeps a stock of yarn at his warehouse may also require a Stock Book showing the quantities of each class of yarn received and sold, with references to the Sales Day Book, but the *Making* Stock and Cost Books (see Forms 6 and 8) may ordinarily be utilised for this purpose.

Goods consigned to Agents for sale should not be entered in the Sales Day Book until actually sold. The *quantities* forwarded to the agent should be recorded as each delivery is made in a

CONSIGNMENT STOCK BOOK (see Forms 17 and 18).

When the Agent furnishes his Account Sales (usually at the end of each month), the quantities sold should be entered in the Sales Day Book and marked off in the Consignment Stock Book.

Goods returned by the Agent to the firm must be entered in the Quantities or Yards *Sold* columns in red ink.

Goods returned by customers to the Agent must be re-entered as a new consignment to the Agent.

At the date of stocktaking, and at other stated periods, the Agent should be required to furnish a list of stock in his hands, and the Consignment Stock Book should be verified therewith.

A separate portion of the book, or a separate book, should be appropriated to each Agent, and different classes of goods may also be kept distinct.

(*v*) For convenience of reference the Warehouse No. may be inserted in the Piece Making Book.

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It may be well here to recapitulate the various entries of material, in order that we may trace it through its several stages from the purchase to the completion of the manufacture and ultimate sale.

Raw Material Purchased is entered in the Raw Material Stock and Cost Book, Form 1.

Yarn Purchased, whether dyed or undyed, is entered in the Yarn Purchased Stock and Cost Books, Forms 2 and 3.

Raw Material made into Yarn is entered as issued from Form 1 and as *received* in either (i.) the Woollen Yarn Making Stock and Cost Book, Form 6, or (ii.) the Combing or Tops Stock and Cost Book, Form 7, and thence into the Worsted Yarn Making Stock and Cost Book, Form 8. If the Yarn is *twisted* it may also pass through the Twist lot.

The entries in the O. M. C. Book, Form 10, may be disregarded in tracing the material.

Yarn handed out to weave is entered as issued from the Yarn Purchased, or Yarn Making, Stock and Cost Books, Forms 2 and 3, or 6 and 8.

If the yarn is plain the quantity both of warp and weft is entered direct from the Yarn Stock and Cost Books to the Piece Making Book, Form 11. If it is fancy yarn it passes first through the Yarn Shade Register and thence into the Piece Making Book.

An intermediate book, between the Yarn Shade Register and the Piece Making Book, may be employed to collect the quantities issued to weave, so that they may be entered in weekly totals in the Yarn Shade Register.

The pieces when *finished* are forwarded to the warehouse and there entered in the Warehouse Stock Book, Form 16, and when *sold* they are entered in the Sales Day Book.

It is, therefore, possible to follow all material from the raw to the finished state, and from the purchase to the sale. The various entries may, if desired, be afterwards called over from one book to another, and when this is done a theft or miscarriage of goods in any stage may be detected.

RECORDS OF WORK IN DEPARTMENTS.

It has already been stated (see page 220) that in order to ascertain the profit or loss on the Manufacturing Departments it is necessary to keep a record of work done under each process.

Weekly returns should be made to the Counting house, and the requisite particulars may be obtained from the following sources :—

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(i.) Combing and Woollen and Worsted Spinning Departments.

The quantities of work done, and the trade charges therefor, in these departments may be abstracted from the Stock and Cost Books (see Forms 6, 7 and 8); the supplementary columns being added for this purpose.

(ii.) Winding, Warping and Sizing.

This work is in many cases paid for by the piece, and the quantities are consequently recorded for the purpose of calculating the wages: these records should be made in permanent form. Even where time-workers are employed the quantities are necessarily weighed before being handed out to weave. There is, therefore, no difficulty in making returns of work done. Where the charges for Warping, Winding and Sizing are separately entered in the Piece Cost Book, Form 14, the prices may be obtained therefrom.

(iii.) Weaving Department.

In costing piece goods the processes of putting up and weaving are often charged at double the weaver's wages, and in such cases the value of work done is readily ascertained by doubling the aggregate of the weavers' wages. The charge for goods woven in fast looms is sometimes calculated at two and a half times the weaver's wages. Although this method of calculation is not universal the weaver's wages usually forms the basis of the charge.

(iv.) Scouring, Milling, Fulling, Dyeing, Finishing, Mending, &c.

Much of this work is paid for by the piece, and the quantities recorded for wages paying may be utilised. The number of pieces passing through the processes may, of course, be ascertained from the Piece Making Book. Where the charges for these processes are separately entered in the Piece Cost Book, Form 14, the prices may be obtained therefrom.

When the Dyer misses the shade required and has to re-dye the material, he must not charge twice for his work unless he would be entitled, in the circumstances, to a double charge if he were trading apart from the concern.

The price for dyeing coloured yarns is often averaged, excepting blacks and blues.

The overlookers may be supplied with forms, where necessary, on which they may record daily the quantities of material or yarn, or the number of pieces operated upon in their respective departments. These records may be handed in to the counting house weekly and may there be entered up in permanent form.

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It is unnecessary to give outlines for these weekly returns, but they should be ruled and printed in order to save as much writing as possible, and to secure uniformity they should supply the following information, viz: Date, description of material, quantity, trade price, colour, description of work or process, and any further essential particulars.

A Summary of the **Work Done** in all Departments should be entered up in the counting-house, in the same form as the Summary of Wages (see page 245).

Any serious leakage will be promptly brought to light by comparing weekly the *work done* with the *wages paid* in each department.

In many large concerns a weekly or monthly summary is prepared, according to Form 19, with a view to shew roughly what is known as the "Machinery Profit" for the time being.

The amounts of wages and work done are obtained from the respective summaries.

The Material consumed can be readily ascertained in certain departments, but not in others (for instance, it is not practicable to take stock of dyewares at frequent intervals); consequently the material consumed must be omitted until stock is taken.

The Average of Standing Expenses is based upon the Departmental Accounts prepared in previous years.

The difference between the amounts in the columns headed *Total Cost* and *Trade charges for work done* represents either Profit or Loss.

A great desideratum amongst manufacturers is a simple method of approximating the result of their trading at brief intervals, and by this Summary the *machinery* or *manufacturing* profit is arrived at. The *selling* profit on goods sold for the time being may be abstracted from the Sales Day Book and Piece Cost Book.

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STOCKTAKING.

Stocktaking is a very important feature in preparation for the Balance Sheet, and the greatest care should be observed in ascertaining and taking down quantities, in fixing prices, in calculating the items, and in casting up columns.

Very frequent errors find their way into balance sheets through the medium of the stock valuations, upon the correctness of which the financial books afford no check. All guessing at quantities and reckless estimates are greatly to be deprecated, since erroneous conclusions thus arrived at may entail very serious consequences.

Quantities should, as far as possible, be verified with the Stock and Cost Books.

Calculations and additions should be made by one person and examined by another.

Prices may be fixed in ordinary cases on the following principles:—

All goods purchased, such as *Raw Material*, *Yarns*, *Dyewares*, *Chemicals*, *Soap*, *Oil*, *Size*, *&c.*, should be taken at cost price, plus carriage and any charges in connection with buying, such as brokerage, commission, &c. The usual discount allowed by the vendors should be deducted.

Goods in process of manufacture should be taken at the cost of the material, calculated on the above-mentioned basis, plus the usual trade (or country price) for the process or processes through which the goods have passed.

Manufactured Yarns and Tops may be taken at cost book prices (see Forms 6, 7 and 8, pages 263—265), less discount on the material.

The fluctuations in market value of material and yarns should be taken into account only where positive gain or loss has resulted therefrom. In determining whether gain or loss has actually accrued, regard must be had to the orders on hand which have to be executed, and the prices at which they have been accepted. Market values, however, will seldom form a reliable basis, and, except in cases of speculation or extraordinary fluctuations, *cost* prices should be adopted.

Piece Goods, finished and on order, may be valued at selling prices, a percentage being allowed to provide against the following deductions (*w*), viz:—

(i.) Interest for the term of credit.

(ii.) The usual discount.

(iii.) Possible claims, damages, shorts, &c.

(iv.) The loss which may be incurred on goods returned.

(v.) Agent's commission, Carriage (if not paid by customer), cost of packing and delivery, and any special charges.

(*w*) To these deductions there might be added the average loss by Bad Debts.

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Piece Goods, not on order, may be classified as

(i.) Ordinary saleable stock.

(ii.) Job lots, and old and damaged stock.

In valuing these, allowance must be made not only for the deductions referred to above, but also for the following, viz :—

(i.) Interest on the probable term that the goods will remain in stock.

(ii.) Tendency to depreciate in value.

(iii.) Warehouse and Office expenses.

(iv.) Selling Expenses.

(v.) Selling Profit.

It must be remembered that profit is not made until the sale has been effected. Many of the above mentioned deductions are frequently overlooked; and there is, in fact, a very general disposition to overvalue Piece Stock.

The safest and most effective method of valuation is to take down prices at which the goods can be sold without doubt, and then to allow a percentage sufficient to cover interest, expenses, deductions, and profit. This percentage should be the same at each stocktaking.

If preferred, *saleable* piece goods may be valued at cost price, calculated at the cost of the yarn plus the usual trade charges for the processes of manufacture (see Piece Cost Book, page 269), but the selling price is usually a more reliable basis.

Old and damaged stock of all kinds should be the subject of special reduction.

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FORMS for MILL or FACTORY

and

WAREHOUSE BOOKS,

pages 262 to 271.

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Form 1. RAW MATERIAL (Purchased) STOCK AND COST BOOK.

RECEIVED.											ISSUED.					
Date.	Invoice No.	Stock No.	Description.	Firm's Name.	*Price.	lbs.	Scoured or Dyed.			Lot Reference Nos. and lbs. issued.			Total lbs. issued.	Per cent. Reduced by Scouring.	Remarks.
							Colour.	Price.	lbs.						
1883					d.					Combing Lot 77					
Sept 1	1307	1091	Port Phillip Greasy Wool	Kirstorbo	8¾	18713	-	"	"	18.713 Woollen Lot 53	"	"	18,713	"	"
" 5	1308	1092	Do	Eastwood	8¾	510	Black	2/1½	190	50 Woollen Lot 53	-	"		62.75	"
" 8	1309	1093	Carbonised Wool	R. Walker	d. 11	1050	"	"	"	500					

Form 2. YARN (Purchased) STOCK AND COST BOOK, suitable for Yarn purchased in the Hank.

RECEIVED.								ISSUED.					
Date.	Invoice No.	Stock No.	Description.	Firm's Name.	*Price.	Counts.	lbs.	Reference Nos. and lbs. (Either Shade Nos. or Piece Nos.)				Total lbs. issued.	Remarks.
1883								Shade 30	Piece No 14730	Piece No 14876	Piece No 14895		
Oct 1	1450	101	White Worsted	Whitaker	2/9	2/16	100	50 Shade 171	15	20	15	100	"
Oct 10	1471	102	Worsted	Lumb	2/11	2/36	250	250	"	"	"	250	"

Form 3. YARN (Purchased) STOCK AND COST BOOK, suitable for Yarn purchased on Spool or Bobbin.

RECEIVED.												ISSUED.				
Date.	Invoice No.	Stock No.	Description.	Firm's Name.	Colour.	*Price.	Gross lbs.	Date when Tare returned.	Tare lbs.	Counts.	Net lbs.	Reference Nos. and lbs.			Total lbs. issued.	Remarks

Form 4. DYEWARES, CHEMICALS, SOAP, OIL, &c., STOCK AND COST BOOK.

RECEIVED.											ISSUED.			
Date.	Invoice No.	Stock No.	Description.	Firm's Name.	*Price.	Quantity.				Reduced to lbs.	Date and lbs. and Initials of Department.			Total lbs. issued.	Remarks.
						Tons.	Cwts.	Qrs.	lbs.						

* The price should include carriage and any charges in connection with buying, such as commission, brokerage, etc.

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Form 5. MILL FURNISHINGS AND LOOSE UTENSILS (Outline) STOCK AND COST BOOK.

RECEIVED.							ISSUED.					
Date.	Invoice No.	Stock No.	Description.	Firm's Name.	Price.	Quantity.	Date, Quantity and Initials of Department.				Total issued.	Remarks.

Form 6. WOOLLEN YARN MAKING STOCK AND COST BOOK.

Lot No. 53 Quality or Description Black XX Weft

Date commenced Jan.y 16: 84 Finished Jan.y 21: 84

*Supplementary Columns for Departmental Accounts.

Stock Reference No.	From whom purchased.	Description of Material and Process.	lbs.	Price of Material and Process.	£	s.	d.	Yarn Produced. Skeins.	lbs.	Cost per lb.	Reference Nos.* and lbs. issued.	Total lbs. issued.	lbs. produced.	Trade charge for Process.		
1092	Eastwood	Black Wool	50	2/1½	5	6	3	16	503	1/6	Piece No 14570 16		503	8	7	8
1093	Walker	Card. Blk Worsted	500	11d.	22	18	4									
970	Catley	Best Oil	6 galls	3/6	1	1	.									
		Scribbling Carding & Spinning	503	4d	8	7	8									
			Total cost		37	13	3									
			503	@ 1/6 =	37	14	6									

Lot No. 54 Quality or Description

Date commenced Finished

* The Reference Nos. in the case of a Manufacturer will be either to the Twist Stock and Cost Book, Yarn Shade Register, or Piece Making Book, and in the case of a Spinner to the folio of the Sales Day Book where the sale is recorded.

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Form 7. COMBING (or Tops) STOCK AND COST BOOK.

Lot No. 77 Quality B. 3 Percentage Tops 32·79

" Noils 8·94

Date commenced Sep 14th 83 Finished Nov 3rd 83

Supplementary Columns for Departmental Accounts.

Stock Reference No.	From whom purchased.	Description of Material and Process.	lbs.	Price of Material and Process.	£	s.	d.	lbs. Produced. Noils.	lbs. Produced. Tops.	Cost per lb.	Reference Nos.* and lbs. issued.			Total lbs. issued.	lbs. produced. Tops.	Trade charge for Process.	
											Daybook 52	Woollen Lot 161					
1091	Hirst & Co	Pt Phillip Greasy wool	18713	8¾	682	4	11	1673		1/1½	1050	623		1673			
											Worsted Lot 85						
		Combing	6137	3½	89	10	·		6137	2/2½	6137	"		6137	6137	89	10
					771	14	11										
		Deduct Noils	1673	1/1½	94	2	1										
					677	12	10										
			6137	@ 2/2½	677	12	6										

Lot No. 78 Quality..... Percentage Tops.....

" Noils.....

Date commenced..... Finished.....

* The Reference Nos., if the Noils or Tops are sold, are to the Day Book folio where the sale is recorded, if spun by Manufacturer himself, to the Spinning Lot No.

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Form 8. WORSTED YARN MAKING STOCK AND COST BOOK.

Lot No. 85.... Quality or Description B.3.S.. Percentage Yarn 97.24

lbs. Waste 169.....

Date commenced Sept 21st 83 Finished Dec 1st 83

* Tops Reference No.	Description of Tops and Process.	lbs.	Price of Tops and Process.	£	s.	d.	Yarn Produced. Date.		lbs.	Counts. 2/48	2/36		Issued. Reference Nos.†	Total lbs.	Counts issued. 2/48	2/36		Supplementary Columns for Departmental Accounts. lbs. Yarn produced.	Trade charge for Process.		
Combing Lot 77	B.3. Tops	6137	2/2½	677	12	6	Sept	30	300	300			Shade 31	150	150						
							Oct	5	300		300										
								7	550	550								5968	146	1	6
		5968	@ 2/3¼	677	12	4		9	700		700										
								13	500		500										
								15	400	400											
	Roving & Spinning							21	300		300										
								27	520	620											
							Nov	8	411	411											
	2/48s	3281	7d	95	13	11		12	227		227										
	2/36s	2687	4½d	50	7	7		15	800	800											
								21	560		560										
				146	1	6		26	300	300											
							Dec	1	100		100										
									5968	3281	2687										
										Cost per lb.											
										2½d	2¼d										

* The "Tops" Reference Nos. will be either to the Combing Lot or Bought Tops Stock Book.

† The "Issued" Reference Nos. in the case of a Manufacturer will be either to the Shade Register or Piece Making Book, and in the case of a Spinner to the Sales Day Book folio where the sale is recorded.

Form 9. PIECE ORDER BOOK (Mill).

Date of Order.		Customer's No. or Folio in Warehouse Order Book.	Range No.	Pattern No.	Quantity of Pieces.	Inches Wide.	Yards Long.	Pieces to be Delivered. Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Folio of Orders Making Classification Book.	Remarks.
1884																					
Jan	1	105	1442	68	6	28	50				6									61	

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Form 10. ORDERS MAKING

Width to set in Loom.			
Plan No.	Inches Required.	Porties.	Inches in Loom.
74	28	96	32

Folio..61..... Sley..15.X.8.....

Range No.	Pattern No.	Plan No.	PARTICULARS OF WARP. 1st Beam. Shade Nos.	Counts or Skeins.	lbs.	Arrangement of Colours.	2nd Beam. Shade Nos.	Counts or Skeins.	lbs.	Arrangement of Colours.	3rd Beam. Shade Nos.	Counts or Skeins.	lbs.	Arrangement of Colours.	Order of Drawing-in from Beams.	Strings.
			30	2/48^s	7¼	6 6	31	248^s	7½	6 6					1st Bim 1	18
			223	"	1¼	2 ·	223	"	1¼	2 ·					2nd " 1	19½
1412	68	74	127	"	1¼	· 2	58	"	1¼	· 2						

Form 11. PIECE MAKING

Date.	Piece Serial No.	Folio of Orders Making Classification Book.	Description.	Range No. or Mark.	Pattern No.	Customer's No.	Date for Delivery.	Strings.	Cuts.	Reed or Sley.	Width.	Porties.	Plan No.	WARP. Shade or Stock No.	Counts or Skeins.	lbs.	Total lbs.	Average Price per lb.
1884														30	248^s	7¼		
Jan 10	14570	61	3/4 Fay	1412	68	105	4/6 1	18	1	15x8	32	96	74	223	"	2½		
														127	"	1¼		
														31	"	7½		
														58	"	1¼	19½	3/6
	14571																	
	14572																	

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CLASSIFICATION BOOK.

Shade Nos. and Counts.	lbs. of Warp.	PARTICULARS OF WEFT. Stock or Shade Nos.	Counts or Skeins.	lbs.	Arrangement of Colours.	Picks per Inch.	ORDERS RECEIVED.					
30 2/48's	7¼	302	2/48's	10	11		Date of Delivery	ap 1st				
223 -	2½	Blk 53	16 s.	16	1.	90	Customers' No.	105				
127 "	1¼						Length	50				
31 "	7½						Width	28"				
58 "	1¼						Quantity of Pieces	6				
							Date of Delivery					
							Customers' No.					
							Length					
							Width					
							Quantity of Pieces					
							Date of Delivery					
							Customers' No.					
							Length					
							Width					
							Quantity of Pieces					

OR BALK BOOK.

WEFT. Shade or Stock No.	Counts or Skeins.	lbs.	Totals lbs.	Price per lb.	Picks.	Shuttles.	Loom No.	Weaver's Name.	Date. In Loom.	Date. Out of Loom.	Out of Loom. Yds.	Out of Loom. lbs.	Finished. Yds.	Finished. lbs.	Calculation No. in Piece Cost Book.	Here may follow columns for date sent to dye and finish, names, prices, &c.
302	2/48's	10	-	3/6												
Blk 53	16 s.	16	-	1/6	90	3	53	J. Sykes	15/1/84	2/2/84	54	45	50	38		

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Form 12. YARN SHADE REGISTER.

Shade No. 30			Price for Dyeing. 2d				Shade No. 31			Price for Dyeing. 10d				Shade No. 32			Price for Dyeing			
Required.	Ordered.		Received.		Issued.		Required.	Ordered.		Received.		Issued.		Required.	Ordered.		Received.		Issued.	
lbs.	Date.	lbs.	Stock Reference No.	lbs.	Piece Reference No.	lbs.	lbs.	Date	lbs.	Stock Reference No.	lbs.	Piece Reference No.	lbs.	lbs.	Date.	lbs.	Stock Reference No.	lbs.	Piece Reference No.	lbs.
50	1884 Jan 2	40	101	50	14.570	7/4	100	1884 Jan 2	150	85	150	14.570	7/2							

Form 13. WEAVER'S TICKET.

Ticket Consecutive No.. 158...

No. of Loom.. 58.. Weaver's Name.. J. Sykes..... Date Feb. 10. 1884

Piece No.	Range No.	Pattern No.	Customer's No.	Plan No.	Date for Delivery.	Strings.	Cuts.	Sley.	Width.	Porties.	lbs.	Picks.
14570	1412	68	105	74	ap. 1	18	1	15x8	32	96	38	90

Particulars of Warp.

1st Beam Shade 30 2/48s 7/4 66
" 223 " 1/4 2.
" 127 " 1/4 .2
2nd Beam Shade 31 2/48s 7/2 66
223 " 1/4 .2.
58 " 1/4 .2
1st B. 1
2nd B. 1

Particulars of Weft.

Shade No 302 2/48s. 10 11.
Black 53 16s. 16 1.

On the back of this form may be printed Rules and Regulations, particulars of Fines for damages, &c.

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Form 14. PIECE COST BOOK.

Calculation No.....

Piece Nos..... Description.....

COST OF MATERIAL, viz:—							
.....lbs. Warp, @		,,	,,	,,			
.....lbs. Weft, @		,,	,,	,,	,,	,,	,,
TRADE CHARGE FOR PROCESSES, viz:—							
Sizing.....		,,	,,	,,			
Winding		,,	,,	,,			
Warping		,,	,,	,,			
Weaving, including putting up		,,	,,	,,			
Scouring and Milling.....		,,	,,	,,			
Mending.....		,,	,,	,,			
*Finishing		,,	,,	,,			
Dyeing		,,	,,	,,	,,	,,	,,
TOTAL COST.....					,,	,,	,,
.....% for Pattern Making		,,	,,	,,			
Allowance for Discount.....		,,	,,	,,			
.....% for Warehouse Expenses and General Charges		,,	,,	,,			
.....% for Profit.....		,,	,,	,,			
SELLING VALUE							

Yards Finished.....

Cost Price per Yard.....

Sale Price per Yard.....

Four or more of these forms may be printed on each page.

* Peculiar Processes of Finishing may be stated separately.

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Form 15. WAREHOUSE ORDER BOOK.

Folio. 105... Customer's Name... J. B. Bragg & Co....

Date of Order.		Serial No. of Order.	Customers' Duplicates. Order No.	Customers' Duplicates. Patt. No.	Description.	Range No.	Pattern No.	Quantity of Pieces.	Inches Wide.	Yards Long.	Price.	Terms.	Dates to be delivered. Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Date Delivered.	Quantity of Pieces Delivered.	Warehouse Stock No.	Remarks.
1884 Jan	1	1001	9786	4981	3/4 F'cy	1412	68	6	28	50	4/6	2d Oct				1									ap 3	3	14570-2	
																									ap 5	3	14641-3	

Form 16. WAREHOUSE STOCK BOOK.

Date Received from Mill.		Warehouse Stock No.	Mill No.	Description.	Yards.	Strings, etc.	Selling Price.	Day Book Folio.	Yards Sold.	Remarks as to Returns, &c.	Date Received from Mill.		Warehouse Stock No.	Mill No.	Description.	Yards.	Strings, etc.	Selling Price.	Day Book Folio.	Yards Sold.	Remarks as to Returns, &c.
1884 ap.	2	1511	14570	3/4 F'cy	50		4/6	173	50												

Form 17. YARN CONSIGNMENT STOCK BOOK.

CONSIGNED.				SOLD.			
Date of Consignment.	Description.	Stock No.	Quantity Consigned.	Account Sales No.	Sales Day Book Folios and Quantities Sold.	Total Sold.	Remarks.

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Form 18. PIECE GOODS CONSIGNMENT STOCK BOOK.

CONSIGNED.				SOLD.			
Date of Consignment.		Description.	Warehouse Stock No.	Yards.	Account Sales No.	Sales Day Book Folio.	Yards Sold.	Remarks as to Returns, &c.

Form 19. SUMMARY shewing Machinery or Manufacturing Profit on WORK DONE in DEPARTMENTS.

For the Week or Month ending.....

Department.	Wages.	Material: *e.g.*, Dyewares, Chemicals, Soap, Size, &c.	Average of Standing Expenses.	Total Cost.	Trade Charges for Work Done.	Percentage of Wages on Work Done.	Profit.	Loss.
Woollen Carding and Spinning.....								
Worsted Combing and Spinning.....								
Weaving								
Dyeing.....								
Finishing								

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APPENDIX.

I. Alphabetical Index to Ledger: Vowel System.
II. Different Methods of preparing a Trial Balance.
III. Interest Calculations.
IV. How to Discover and Avoid Common Errors.
V. The Advantages of a Professional Audit.
VI. Income Tax.
VII. Bills of Exchange, Promissory Notes, Cheques, &c.
VIII. Information on Mercantile Subjects.

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APPENDIX.

I. Alphabetical Index to Ledger: Vowel System.

The principle of this index, which is now very generally adopted where accounts are numerous, is at once ingenious and simple, and effects a great saving of time as compared with the old method.

The space allowed to each letter of the usual alphabetical index is divided into six parts, each part being headed by one of the vowels *A E I O U or Y*. The name of the account is inserted in that

SPECIMEN OF ALPHABETICAL INDEX

	A		E		I	
A	Adamson & Co. ..	26	Alexander & Brown	42	Aitkin, Benj.	106
			Anderson, Joseph..	48	Armitage & Co. ..	181
B	Bagshaw & Davis..	56	Bentley & Masters	91	Bird & Co.....	97
	Barber, C. J.	84			Bishop, Allen	103
					Bright, J. & Co. ..	475
C	Clarkson & Jones..	241	Cheetham Bros. ..	175	Child, T. P.	176
	Chapman & Co. ..	246			Chisworth, James.	191
D	Dawson & Sykes..	109	Dearden, W.	136	Dickenson, R. H. ..	148
	Davies & Co.	477				
	Day & Evans	306				
	Daniels, James ..	390				

The horizontal spaces A, B, C and D, each represent one folio of the Alphabetical Index; the six vertical divisions represent the several spaces allowed on each folio for the vowels.

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division which is headed by the *first vowel appearing in the name after the initial letter*. Thus, Barber, C. J. is entered under the vowel **A** division of the letter **B**; Dyson, Alfred is entered under the **Y** division of the letter D, and so on. The same plan may be adopted where the index to the Ledger is classified under *Towns*.

To find the folio of an account, open the alphabetical index at the initial letter of the title of the account, and then look down the column headed by the first vowel in that title.

In order to avoid the risk of opening two accounts for the same name the folio of the account should be indexed before writing the heading in the Ledger, and accounts capable of bearing two denominations should be indexed twice.

TO LEDGER: VOWEL SYSTEM.

O		U		Y	
Aston & Jackson ..	140	Angus & Baker ..	145	Ayres, John.....	47
Abbotts, W.....	157				
Alford, R. G.	159				
Bowman, W.	107	Burgess & Walters.	75	Byrne, J. H.....	82
				Bywater, John ..	86
Colefax & Burton..	108	Curtis, James	301		
		Culley & Co.	395		
		Cudworth, A. J. ..	476		
Donkersley, James	142	Duff, J.....	481	Dyson, Alfred	305
Dobell & Co.....	392	Duncan & Clark ..	497		
		Durant, Edward..	507		

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II. Different Methods of Preparing a Trial Balance.

The methods of balancing in use are numerous, but, allowing for modifications to accommodate the varying requirements of different branches of trade, the leading features of all the systems worthy of notice may be summed up as follows—

A Trial Balance may be prepared:—

(i.) By making a list of all Ledger accounts and placing alongside the name of each, in one column the sum of the postings to the **Dr.** side during the period and in another column the sum of the postings to the **Cr.** side. If the grand totals of both columns agree one with the other the books balance (see page 14). This method is practically incorporated in the system described in this treatise.

(ii.) By abstracting from the Ledgers a list of the **Dr.** and **Cr.** balances which remain after deducting the postings on the **Dr.** from those on the **Cr.** side of each account, or *vice versa*. The grand total of the **Dr.** balances should agree with the grand total of the **Cr.** balances.

(iii.) By preparing a detailed analysis of the Ledgers wherein all the postings are dissected, classified and reconciled respectively with the separate books of entry. The analysis is made on paper ruled with four or five vertical money columns for each side of the Ledger; the several columns being headed to correspond with the books of entry.

(iv.) By balancing each Ledger separately, thus:—

A. Ascertain the total of the balances of the particular Ledger at the commencement of the period.

B. Ascertain from the separate books of entry the total of the postings made to either side of the Ledger during the period.

C. Ascertain the total of remaining balances at the end of the period.

Arrange as follows:—

SALES LEDGER.

Dr.	Commencing Dr. Balances, Jan. 1st	5000	0	0
	Postings from Sales Day Book ...	10000	0	0
	Postings from right-hand side of Cash Book	25	6	2
	Transfers	10	0	0
		15035	6	2
Cr.	Postings from left-hand side of Cash Book, including discount...	6500	0	0
	Postings from Returns Book	320	0	0
	Postings from Bills Receivable Ledger	3000	0	0
	Transfers	10	0	0
	Balances remaining June 30th.....	5205	6	2
		15035	6	2

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This method requires the entries in the separate books to be arranged so that the items posted to the different Ledgers may be readily dissected.

(v.) By the method explained in Sets I. and II., which will be found to combine all the advantages obtained from the methods i. to iv.

In a small business where the books are kept by the proprietor himself, method ii. is perhaps the simplest and most appropriate. Methods i., iii. and iv. may be adopted with advantage in some instances, but method v. is recommended for ordinary cases.

Most works on book-keeping advocate the systematic arrangement of transactions in separate books of entry, but this seldom has for its object facility in balancing. The tendency is always towards arrangement according to the nature of the entries, and the present treatise also takes full advantage of such classification. It, however, goes further, and requires the classification of the entries according to the Ledgers to which they are posted, in order that the total entries may be compared with the total postings in each Ledger.

III. Interest Calculations.

The method of calculating interest, for any number of days, or on Account Current, which is illustrated on the following page, is perhaps the best and simplest that has been designed.

The ruling of the page containing the account may of course be modified as required, and with the addition of other money columns varying rates of interest may be conveniently worked out on this plan.

The interest should be calculated on the nearest pound.

The rule on which the calculation is based is described in several works of Arithmetic, and is as follows:—

Multiply the principal by the number of days, and by double the rate per cent., and divide by 73,000.

In the example the several balances are each multiplied by the number of days that they respectively rest until altered by another transaction. However, instead of completing the calculation of each item separately, the products are added up at the date when the interest is to be charged, and the *total* is multiplied by *double the rate per cent. and divided by* 73,000.

When the interest is 5 per cent., adding a cipher is equivalent to multiplying by double the rate. The division of 73,000 is effected by adding to the dividend one-third of itself, then one tenth of that third, and again one-tenth of the last quotient, and striking off 5 decimal places thus:—

183694 × double 5% or 10	...	1836940
add 1/3rd	...	612313
add 1/10th	...	61231
add 1/10th	...	6123
		25·16607 = £25 : 3 : 3¾

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This method, although sufficiently correct for all practical purposes, slightly overcalculates the interest, and to be exact, ¼d. must be deducted for every £10 of interest. Therefore the interest in this case should be £25 : 3 : 3⅛; ⅛th of one penny being deducted.

INTEREST CALCULATION.

Date.				Dr.			Cr.			Balances.			Days	Rate per cent.	
1883				£	s.	d.	£	s.	d.	£	s.	d.			
Dec.	31	By Balance		..			1464	0	0	1464	0	0	9	5	13176
1884															
Jan.	9	To Cash ..		647	0	0	..			817	0	0	6	,,	4902
	15	By Cash ..		..			383	0	0	1200	0	0	6	,,	7200
	21	To Cash ..		766	0	0	..			434	0	0	11	,,	4774
Feb.	1	To Cash ..		50	0	0	..			384	0	0	30	,,	11520
Mar.	3	By Cash ..		..			150	0	0	534	0	0	15	,,	8010
	18	To Cash ..		272	0	0	..			262	0	0	43	,,	11266
April	30	By Cash ..		..			2000	0	0	2262	0	0	15	,,	33930
May.	15	To Cash ..		600	0	0	..			1662	0	0	12	,,	19944
	27	By Cash ..		..			440	0	0	2102	0	0	18	,,	37836
June	14	To Cash ..		156	0	0	..			1946	0	0	16	,,	31136
	30	**Interest**		..			**25**	**3**	**3**	1971	3	3			
				2491	0	0	4462	3	3				181		183694
		Balance ..		1971	3	3									or £25 : 3 : 3
				4462	3	3									

If the balances are not always on the same side an additional column should be provided for extending the calculations on the **Dr.** and **Cr.** balances separately.

IV. How to Discover and Avoid Common Errors.

The preparation of a Trial Balance discovers only certain classes of errors; and balancing should be regarded as a means of proving the arithmetical accuracy of the postings, rather than as a means of discovering inaccuracies in the book-keeping. Prevention, in regard to errors, is obviously better than cure, and every reasonable precaution should be taken to ensure correct work as the book-keeping proceeds. Practice and experience are better than precept in this matter, but the following rules and suggestions will be found useful.

To prevent and avoid errors :—

Call over all postings to the ledgers: where two or more clerks are employed, one clerk should take the book of entry and another the ledger.

Check all additions and the totals carried forward to subsequent folios. Ascertain also that the totals are carried forward to their proper columns.

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Clear up and rule off Ledger Accounts as settlements are made, and always see that the remaining balance of an account is made up of current specific items.

Balance cash, and call over the items of the Banker's Pass Book and reconcile with the Cash Book, at frequent intervals. Irregularities in the cash, if honest, generally mean mistakes in the books.

Do not make erasures in the books.

Let each day's transactions be entered up during the day. The memory fails and omissions and mistakes arise when work is allowed to accumulate.

Always date entries and postings precisely—giving the year where not already stated—and keep them in order of date. Avoid interpositions at irregular dates.

Do not make indistinct figures, especially such as 0 and 6, 3 and 5, 7 and 9, which are often mistaken one for another.

Be careful to place the units, tens, hundreds, &c., directly under one another, as irregularity in this respect frequently causes errors in addition.

Never copy or transcribe figures that are added up without *re*-casting the copy.

To discover errors when preparing the Trial Balance; observe that:—

A difference of 10/- may arise:—

(i.) From an error in addition,—the pence and shillings columns should be re-cast.

(ii.) From an error in posting,—call back and tick, *from the ledger to the books of entry*, one half the postings, *i.e.*, either those *with*, or those *without* double figures in the shillings column. If the mistake is not discovered whilst calling over the postings, the item which causes the error will be found without a tick in the books of entry.

Differences of £10, £100, and £1000 usually arise from errors in addition. Such errors and also errors of 10/- and 10d., may be caused by the figure 7 or 9 being made so long that it comes before a figure or figures on the line beneath.

Errors of transposition are very common, such as 19s. 9d. for £19 : 9s. : 0d., or £24 : 5s. : 0d. for £20 : 4s. : 5d. The clerk who calls out the entries should habituate himself to careful articulation. It is not sufficient for him to say *nineteen nine* or *twenty, four, five*, but **nineteen pounds, nine shillings, and twenty pounds, four shillings and fivepence.** The posting clerk should repeat the figures.

Errors of transposition are very difficult to discover, but it can be ascertained at once whether a transposition is the cause of a difference

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in the trial balance by adding as follows to the amount of the difference:—

To the pence, sufficient to make up a shilling:

To the shillings, sufficient to make the shillings as many as the number added to the pence:

To the pounds, sufficient to make the units of pounds as many as the number added to the shillings, and so on.

Thus, assume the difference in the trial balance to be ..	77	0	6
Add (*x*)	8	5	6
	85	6	0

showing that a transposition of £85 : 6 : 0 for £8 : 5 : 6 may account for the difference of £77 : 0 : 6.

If the figures do not coincide as shewn, the difference in the Trial Balance is not the result of a single transposition of figures.

Sometimes an item is posted to the wrong side of the Ledger, in which case the columns of the Test Journal, when compared with the Balance Book, would show a difference of a like sum on both sides of the Ledger in question, and the item could be discovered by seeking for the amount in the book of entry.

When the abstracts of entries in the Test Journal exceed the abstracts of postings in the Balance Book, the difference may arise from an entry not being posted.

When the postings in the Balance Book exceed the entries in the Test Journal the error may arise from a posting being abstracted which belongs to a previous quarter. To prevent this a tick should be placed after the postings when the abstracts are made so as to show to what point the account has been abstracted. (See page 209).

Always persevere until a mistake is discovered; it will not rectify itself by delay.

V. The Advantages of a Professional Audit.

Amongst the many advantages of a professional audit, the following may be mentioned:—

The work of the book-keeper and cashier is thoroughly supervised; dishonesty is to a large extent prevented; and a tendency to relaxation of moral rectitude is corrected by the fear of detection which must always exist where an auditor is employed.

The books may be made to appear as though they were properly balanced by an unscrupulous or indolent book-keeper, for which reason the balancing should either be performed by, or checked and verified by, an Auditor.

(*x*) 6 is added to make up the pence to a shilling.
5 is added to the shillings to make them into 6, equal to the number added to the pence.
8 is added to the pounds to make the units 5, equal to the number added to the shillings.
The tens of the pounds require nothing further to be added to make them into 8, equal to the number added to the units.

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A competent Accountant, who has a considerable practice, is always able to afford very useful information regarding the customary rates of profit, cost and expenditure, as well as depreciation. He can also direct attention to the weak points of a business and suggest remedies. Traders will therefore act wisely in obtaining the services of an experienced Accountant whose practice is principally amongst those who carry on their own particular business.

Partnership books should always be adjusted by an Accountant, if for no other reason than that he will act impartially and thus avoid disputes and suspicion. He will also be more likely to comply fully with the terms of the partnership deed, if any.

The books of a public company, or other enterprise where many are interested in the results, should also be audited by an Accountant. A false economy sometimes leaves this important office to parties interested in the undertaking, and who have no special qualification for the work. The author has brought to light many lamentable muddles in the affairs of public companies, which would have been avoided by the employment of a skilled Auditor.

An Auditor will be able to suggest improvements in the system of book-keeping, and in the conduct of the financial operations. He will also be able to advise as to the adjustment of revenue and capital items.

Accounts signed by a professional Auditor are usually accepted by Income Tax surveyors.

Although in the sets of books given in this treatise general plans have been laid down which can be adopted in every instance, there are many modifications of great utility which could be suggested by an Accountant conversant with the ever-varying requirements of different classes of business.

Principals and chief cashiers are strongly recommended to examine and verify the daily entries of cash received and paid. This ordinary act of business diligence may be performed in such a manner as not to offend the most sensitive, while the supervision of the "master's eye" may do much to prevent dishonesty. It will also check irregularities which cannot be detected by an Auditor, whose attendance is rare.

VI. INCOME TAX.

The mode of ascertaining profit for Income Tax Assessment differs very materially from the ordinary method of computing the profits of trade, and the points of difference are indicated in the following remarks.

The chief reason for the difference is that the duty is charged at the source whence the income arises, and the provisions of the enactments enable those who pay the tax to recover subsequently from the persons who are in the enjoyment of the income.

There are five schedules under which the Tax is charged:—

Schedule A.—Touches income from **Landed Property**, including houses. The rack rent is the measure of charge, and in

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the absence of a rack rent, then the poor rate is the usual basis of assessment (*y*).

Schedule B.—Touches income derived from the use of land, as in **farms, nurseries, market gardens, hop gardens,** &c. The basis of assessment (*y*) is one half the real or annual value in England, and one-third in Scotland and Ireland. The farmer may now choose to be assessed under Schedule D in preference to Schedule B.

The occupier pays the tax (*z*) under both Schedules A and B, and, if a tenant, he subsequently deducts the tax under Schedule A from the next payment of rent to his landlord.

Schedule C.—Touches income from **Dividends** of **Public Funds,** and the tax is deducted from the dividends when paid.

Schedule E.—Touches income of persons in the employment of the State, Corporations and public bodies.

Schedule D.—The most interesting to the Manufacturer, touches income from **Trade, Manufacture, Profession, Employment or Vocation** and any income not included in the other schedules. The assessment is based upon a return of income required, by notice, from the taxpayer. Much of the information necessary in preparing accounts for the return may be obtained from the printed rules and regulations on the form annexed to the notice.

The duty on *Professions, Trades, Employments or Vocations* is charged on the average profits for the *three years* preceding the year of assessment (*a*).

The duty on *Quarries, Ironworks, Gasworks, Waterworks, Canals, Railways, Tolls of Fairs, Markets,* and other concerns of a like nature is charged on the profit of the *preceding year.*

The duty on *Mines* is charged on the average profits of the *five years* preceding the year of assessment, but relief is granted when the mine fails, either wholly or partially.

If any of the above sources of income under Schedule D have commenced within the respective terms which form the basis of assessment, the profit is averaged from the period of commencing.

In estimating profits under *Schedule D.*

DEDUCTIONS ARE ALLOWED—

(i.) For **Repairs to Premises** occupied for the purpose of trade, (capital expended in improvements to premises is not allowed, see below).

(*y*) Assessment under Schedules A and B is made triennially. Under the Customs and Inland Revenue Act (Finance Act), 1894, a deduction of one-eighth of the gross rental is allowed in respect of lands (inclusive of Farm Houses and Buildings) and of one-sixth in respect of houses.

(*z*) In the case of dwelling houses less than £10 per annum in value, or of houses let in tenements, or land let at a less period than one year, the tax is levied on the owner.

(*a*) Profits made abroad are chargeable if the party receiving them resides in the United Kingdom.

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(ii.) For the **Supply or Repairs of Implements, Utensils,** or articles employed, not exceeding the average sum usually expended.

(iii.) For **Depreciation of Plant or Machinery**—(as to other items of depreciation, see below). A fixed rate at which depreciation is to be calculated is usually determined by the Commissioners of the district, and this rate is adhered to at all appeals, notwithstanding that more or less may have been charged by the appellant.

(iv.) For any **Average Loss** not exceeding the actual amount of loss after adjustment (*e.g.*, under a contract of insurance).

(v.) For the **Rent** or **Value** of any **Dwelling House** or Domestic Offices used for the purpose of any trade or profession, such sum not exceeding two-thirds of such rent or value as the Commissioners shall allow.

(vi.) For **Bad Debts**; the net loss—Doubtful Debts may be estimated. A trade embezzlement is not allowed as a deduction.

(vii.) If a business is carried on in premises belonging to the firm the **Assessment under Shedule A** may be deducted.

NO DEDUCTIONS ARE ALLOWED—

(i.) For **loss not connected with,** or arising out of **Trade,** &c., or on account of capital withdrawn therefrom, or for any sum employed, or intended to be employed therein.

(ii.) For capital employed in **Improvement of Trade Premises.** (As to Repairs, see above).

(iii.) For **Depreciation of Buildings, Premises,** or **Leases.** (As to Plant and Machinery, see above).

(iv.) For **Interest on Capital** (*b*) employed in the Trade or for any Annual **Interest, Annuity,** or other **Annual Payment,** payable out of profits.

(v.) For Royalties (*b*).

(vi.) For any sum recoverable under an **Insurance** or Contract of Indemnity.

(vii.) For any Disbursements which shall not be money wholly and exclusively laid out for Trade, &c., or any disbursements or expenses of maintenance of parties, their families, or establishments, or any other domestic or private purposes, distinct from the purposes of Trade; in other words, for **Principals' Salaries and Private Drawings.**

(viii.) For any sum paid as **Income Tax** on profits of any concern.

(*b*) **Interest paid to Bankers for the Trade account is allowed, as the Banker pays the tax. Income Tax should be deducted from Interest on borrowed money, Annuities, Royalties, &c., before paying same to the parties entitled thereto.**

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(ix.) For **Exhaustion** of **Minerals**, sums expended in **Pit Sinking.**

(x.) For premiums paid for **Leases.**

No direct power is given in the Income Tax Acts to compel the *production of books* and accounts in verification of the return. A surcharge may however be made, and if the taxpayer objects he can only appeal, and support his appeal by accounts.

EXEMPTION OR ABATEMENT—

Total exemption may be claimed on incomes not exceeding £160.

Abatement of £160 is allowed on incomes not exceeding £400 not entitled to exemption.

Abatement of £100 is allowed on incomes over £400, but not exceeding £500.

Abatement is also allowed of the amount paid in respect of Life Insurance on life of Taxpayer or his wife (including Accidental Policies for death), to an extent not exceeding one-sixth of the total income. Any reduction however in respect of Insurance premiums has not the effect of giving exemption or abatement when the total income is thereby reduced so as not to exceed the prescribed limits of £160, £400 and £500 respectively.

Income or profits of a married woman living with her husband are deemed by the Income Tax Acts to be her husband's profits, notwithstanding any settlement or the provisions of the Married Woman's Property Act of 1882. But where the wife's income is derived from any profession, employment, vocation or office, exemption or abatement may be claimed by both husband and wife, if the joint incomes do not exceed £500 (under Schedules D and E).

When the total income from all sources does not exceed the prescribed limits of £160, £400 and £500 respectively, exemption or abatement is given in respect of duties payable (either by *deduction* as in Schedule C. or otherwise), under all the five schedules.

Partners, Joint Tenants, &c., may claim separate assessment in order to obtain exemption when their share of income is less than the prescribed limit.

EXEMPTION IS ALSO GRANTED—

(i.) To Charities, viz:—the income from property held on trust for charitable purposes, including rents and profits from land and houses under Schedule A, stock or dividends under Schedule C, and yearly interest and other annual payments under Schedule D.

(ii.) To Hospitals, Public Schools, and Almhouses, viz :—The public buildings, and the income from land and houses belonging to them.

(iii.) Friendly Societies and Industrial and Provident Societies, viz. :—The stock, dividends, and interest belonging to them, under Schedule C ; and the interest, and other profit and gains under Schedule D.

(iv.) The Public Buildings and Halls in the Universities, the buildings of Literary and Scientific Institutions, &c.

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REPAYMENT may be obtained when the profits during the year of assessment turn out to be less than the average for the three years preceding the year of assessment. Notice must be given promptly.

APPEALS—

Any person aggrieved by an assessment or surcharge is entitled to appeal, and notice of the place and time of hearing is given on the notice of assessment. Appellants are required to give ten days' notice, and three days before the day of appeal to transmit to the Surveyor of Taxes a complete account of profits for the term prescribed by the Act, giving particulars of all deductions. Assessments may not be altered before the time for hearing, except in cases specially authorised. A Chartered Accountant should be consulted in all cases of appeal.

As Schedule A Assessments are based upon the gross Poor Rate assessments, where it is sought to reduce the former below the latter, the Poor Rate assessment should first be appealed against. As to reducing the Poor Rate, the mode of assessment is not the same in different districts, and it is well to consult a first-rate local Valuer before appealing.

In order to avoid exposure to the general commissioners, who may be competitors in the same line of business, appeals may be made to Special Commissioners, if desired.

VII. BILLS OF EXCHANGE, PROMISSORY NOTES, CHEQUES, &c.

"Bills of Exchange were first introduced as a means of paying debts at distant places without the expense and risk of transporting the precious metals. Their use was afterwards greatly extended from another motive."

"It is usual in every trade to give a certain length of credit for goods bought. A dealer who has sold goods, for which he is to be paid in six months, but who desires to receive payment sooner, draws a bill on his debtor payable in six months and gets the bill discounted by a banker or other money lender, that is, transfers the bill to him, receiving the amount minus interest for the time it has still to run. It has become one of the chief functions of Bills of Exchange to serve as a means by which a debt due from one person can thus be made available for obtaining credit from another" (*c*).

The acceptance of a bill fixes definitely the amount owing and the date of payment, and gives a more speedy legal remedy than in the case of an ordinary debt.

Bills of Exchange are either *Inland* or *Foreign*. An Inland Bill is one which is drawn and payable within the British Islands. Any other bill is a Foreign Bill.

(*c*) J. S. Mill.

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The following are specimens of Bills and Promissory Note:—

Inland Bill.

No. 1001.

£250 : 6 : 5 Huddersfield, January 1st, 1885.

Four months after date pay to my order the sum of Two hundred and fifty pounds, six shillings and five pence, for value received.

ABRAHAM CROSLAND.

To Messrs. Brown, Jones & Co.,
Cheapside,
London.

When the bill is accepted, the following words are written across the face of it vertically:—

**"Accepted payable
at the London & Westminster Bank.
Brown, Jones & Co."**

Foreign Bill.

No. 1002.

£470 : 10 : 0 New York, January 1st, 1885.

Forty days after sight of this our { first, second, or third, } of Exchange, { second and third, first and third, or first and second, } of the same tenor and date unpaid, pay to the order of Messrs. Armitage, Sykes & Co. the sum of Four hundred and seventy pounds and ten shillings sterling, value received, and pass same to account, as advised by

SCARBOROUGH & Co.

To Messrs. Eli B. Gough & Co.,
Huddersfield.

On arrival, this bill would be presented to Eli B. Gough & Co. for acceptance; the form of acceptance being similar to that given above. The date should, however, be added in this case, as the forty days date after sight, see Acceptance, page 288.

Promissory Note.

No. 1030.

£520 : 16 : 0 London, January 1st, 1885.

Three months after date, I (*d*) promise to pay to the order of Messrs. Robinson, Grey & Co. the sum of Five hundred and twenty pounds, sixteen shillings, value received.

WALTER GIBSON.

Payable at London and County Bank,
London.

(*d*) Or "we jointly and severally promise to pay," if more than one maker.

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Bills or notes may be made payable by instalments.

The Bills of Exchange Act, 1882, codifies the law relating to Bills of Exchange, Cheques, and Promissory Notes, and applies to the whole of the United Kingdom. The law is now the same for England, Ireland and Scotland, with one exception, which preserves to Scotland the rule as to the operation of a bill as an assignment of funds in the hands of the drawee.

Where a bill drawn in one country is negotiated, accepted, or payable in another, the rights, duties and liabilities of the parties thereto, so far as regards each distinct contract on the bill, are determined by the law of the place where the contract is made.

Definitions.

A BILL OF EXCHANGE is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum *certain* in money to, or to the order of, a specified person. The person who gives the order is called the *Drawer*; the person ordered to pay is called the *Drawee*, and the person to whom or to whose order the money is payable is called the *Payee*.

A PROMISSORY NOTE is an unconditional promise in writing made by one person to another, signed by the maker, engaging to pay, on demand or at a fixed or determinable future time, a sum certain in money to, or to the order of, a specified person, or to bearer.

A Promissory Note may be made by two or more makers, and they may be liable thereon jointly and severally according to its tenor.

Incompleteness, Irregularity and Alterations.

A bill is not invalid by reason that it is not dated, that it is antedated or post-dated, or that it bears date on a Sunday, or that it does not specify the value given or that any value has been given therefor, or that it does not specify the place where it is drawn or the place where it is payable. Where a bill expressed to be payable at a fixed period after date is issued undated, or where the acceptance of a bill payable at a fixed period after sight is undated, any holder may insert therein the true date of issue or acceptance.

Where a bill or acceptance is materially altered without the assent of all parties liable, the bill is discharged, except as against a party who has himself made, authorized or assented to the alteration and subsequent indorsers.

The following alterations are *material*, namely, any alteration of the date, the sum payable, the time of payment, the place of payment, and the addition of a place of payment without the acceptor's consent.

A bill which has been altered need not necessarily be redrawn, provided the alteration is initialed by all the parties to the bill.

Negotiation and Indorsement.

When the holder of a bill payable to his order wishes to obtain or use the money before the bill becomes due, he indorses it by writing

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his signature across the back, thus rendering himself responsible for its due payment. The bill may then be negotiated, that is, transferred to another person in such a manner as to constitute the transferee the holder of the bill. A bill payable to Bearer is negotiated by delivery, but if payable to Order it must also be indorsed.

A bill may be indorsed *generally* by merely signing it in blank, when it becomes payable to Bearer, or *specially* by adding the name of a person to whom or to whose order it is to be payable.

When a bill contains words prohibiting transfer or indicating an intention that it should not be transferable, it is valid between the parties thereto, but is not negotiable. A bill may be made *not* negotiable by drawing it in the form, "pay John Brown only."

The drawer of a bill or any indorser may insert therein an express stipulation negativing or limiting his own liability to the holder, as by the addition of the words "without recourse to C D." A person who transfers a bill to another without indorsement is not liable thereon.

Where a person signs a bill otherwise than as drawer or acceptor, he thereby incurs the liability of an indorser to a holder in due course.

Acceptance.

The majority of those who read this work will have to do chiefly with Inland Bills, which when drawn are usually forwarded through the post or otherwise to the drawee for him to accept and return. Perhaps all that such readers will require is to know that the acceptance must be written on the bill and signed by the drawee, which may be done either before or after the drawer has signed. The mere signature of the drawee without additional words is sufficient.

Foreign Bills are usually payable at a specified period after sight. They are, as a rule, either sent by the drawer to the payee, or are sold by the drawer to another party, who transmits them to a creditor of his own, and he arranges for presentment for acceptance and payment. Such bills must be presented to the drawee for acceptance immediately they are received by the payee, in order to fix the maturity of the instrument. The acceptor should mark the date of his acceptance on the bill.

An agent to whom a bill is sent for negotiation should present it for acceptance at once, or he may be made personally liable.

Where a bill expressly states that it shall be presented for acceptance, or where a bill is drawn payable elsewhere than at the residence or place of business of the drawee, it must be presented for acceptance before it can be presented for payment.

When a bill is duly presented for acceptance, and is not accepted within the customary time (usually 24 hours), the person presenting it must treat it as dishonoured by non-acceptance. If he do not, the holder loses his right of recourse against the drawer and indorsers (*e*).

(*e*) A ticket is usually attached to bills presented for acceptance, with the words "Left for acceptance by.....of....., January 2nd, 1884," and, if the bill authorizes, the words "To be accepted payable at London" may be added.

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Acceptance supra protest, or *Acceptance for Honour*, is an acceptance by a party not liable on the bill, with the consent of the holder, to preserve the honour of the drawer or indorser. The bill must be protested against the drawee for non-acceptance before it is accepted *supra protest*. The acceptor for honour by accepting it engages that he will, on due presentment, pay the bill if it is not paid by the drawee. The bill must be duly presented to the drawee and protested for non-payment before it is presented for payment to the acceptor for honour (see also Payment for Honour).

In some trades when an account becomes due it is customary for the creditor to pass a draft through his bankers for the amount, and to advise his debtor that he has done so. The draft in this case is practically presented for acceptance and payment at the same time.

Presentment for Payment.

Where a bill is payable on demand presentment must be made within a reasonable time. In determining what is a reasonable time, regard must be had to the nature of the bill, usage of trade, &c. A safe rule to follow is for presentment to be made on the day after the bill is received. Where a bill is not payable on demand, it must be presented on the day it falls due.

If a bill be *not duly presented for payment* the drawer and indorsers are *discharged* from liability. The bill must be presented on the exact due date, and neither before or after. Where a bill is not payable on demand the due date is determined as follows:—Three days, called *days of grace* are added to the time of payment as fixed by the bill, and the bill falls due on the last day of grace. Provided that when the last day of grace falls on Sunday, Christmas Day, Good Friday, or an authorized fast or thanksgiving day, the bill is due on the *preceding* business day. When the last day of grace is a Bank Holiday (other than Christmas Day or Good Friday), or when the last day of grace is a Sunday and the second day of grace a Bank Holiday, the bill is due on the *succeeding* business day.

There are no days of grace on bills drawn on Germany, France, Italy, Denmark, Sweden and Norway. In Russia there are ten days of grace on accepted bills.

Where no place of payment is specified, the bill is to be presented at the address, or last known address, of the drawee or acceptor.

Much trouble and difficulty may be avoided by passing all bills through the firm's bank.

Notice of Dishonour.

When a bill is dishonoured, notice of dishonour must be given to the drawer and each indorser, otherwise they will be discharged from liability.

A holder should give notice to parties living in the same place as himself in time to reach them on the day after the dishonour, and to parties living in a different place the notice should be sent off not later than the day after the dishonour. Although notice by the holder inures to the benefit of antecedent parties, they must not rely upon

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him giving notice to all who are responsible on the bill, as the holder is only bound to give notice to the party against whom he wishes to have recourse. Each indorser has the same period of time for giving notice, after receiving notice himself, as the holder has after the dishonour. Notice may safely be given in the following forms:—

Notice of Dishonour to Drawer.—

Date and Address.

Please take notice that a Bill for £..... drawn by you under date the..... .... on..... ....., and payable..... ..... has been dishonoured by non-payment.

(Signed) C. D.

To A. B.

Notice of Dishonour to Indorser.—

Date and Address.

Please take notice that a bill for £..... .... drawn by.....under date the ..... on....., and payable.....,.....and which bears your indorsement, has been dishonoured by non-payment.

(Signed) A. B.

To Messrs. C. D. & Co.

Noting and Protest.

Although the expenses of noting can be recovered, noting is not necessary in the case of Inland Bills. Foreign Bills must be duly protested when dishonoured.

Payment *(f)* and Rights of the Holder.

Possession of the bill should be obtained by the party who pays it, and when a bill is taken up by an indorser after dishonour he should be careful to ascertain that the holder has duly preserved his rights of recourse.

When a bill is dishonoured by non-payment a holder may immediately sue on the bill in his own name, may enforce payment against all prior parties liable thereon, and no personal defence will be heard as against a *holder in due course*.

The drawer who has been compelled to pay the bill may recover from the acceptor, and an indorser who has been compelled to pay may recover from the acceptor, or from the drawer, or from a prior indorser.

(f) Bills are more readily negotiated when made payable at a London Bank, and it is usual therefore with country firms to insert the name of their Bank's London Agency. A bill accepted payable at the Acceptor's Bank is, like a cheque, an order to the banker to pay it. It is customary to *advise* bills payable at the London Agency, forms for which purpose are provided by all banks.

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In Scotland, where a drawee of a bill has in his hands funds available for the payment thereof, the bill operates as an assignment of the sum for which it is drawn in favour of the holder from the time when the bill is presented to the drawee.

Interest can be recovered from the time of presentment for payment if the bill is payable on demand, and from the maturity of the bill in any other case.

A contemporaneous agreement that payment shall be postponed in no way controls the operation of a bill.

Where a bill has been protested for non-payment, any person may intervene and pay it *supra protest* for the honour of any party liable thereon, and the payer for honour has a right of recourse for repayment to the person for whose honour he paid, and to all parties to the bill who are liable to that person (see Acceptance, *supra protest*).

Renewals.

It frequently happens that when the acceptor is unable to meet the bill at maturity he applies for an extension of time, and a new bill is prepared in place of the old one. In such case the acceptor should be careful to cancel the old bill, and the holder to obtain the consent of other parties to the bill who are responsible to him. If a holder agrees with the acceptor to give him time to pay without the consent of the other parties responsible on the bill, the other parties are discharged from liability.

Consideration.

Valuable consideration is presumed to have been given for a bill, and it is for the party liable thereon to prove that no consideration was given. Valuable consideration for a bill may be constituted by an antecedent debt or liability, or any consideration sufficient to support a simple contract. A holder who has a lien on the bill is deemed a holder for value to the extent of the sum for which he has a lien.

Where the holder has given no consideration for a bill he cannot enforce payment, but if he pays over the bill to another person and receives value therefor that person can recover on the bill.

Accommodation Bills.

An accommodation party to a bill is a person who has signed a bill as drawer, acceptor, or indorser without receiving value therefor, and for the purpose of lending his name to some other person. An accommodation party is liable on the bill to a holder for value, and it is immaterial whether when such holder took the bill he knew such party to be an accommodation party or not.

Accommodation acceptances are frequently exchanged, a practice which is the source of much commercial immorality.

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Holder in Due Course.

A "holder in due course," or a "*bona-fide* holder for value without notice," is a holder who has taken a bill complete and regular on the face of it under the following conditions:—(i.) That he became the holder of it before it was overdue and without notice that it had been previously dishonoured, if such was the fact; (ii.) That he took the bill in good faith and for value, and that at the time the bill was negotiated to him he had no notice of any defect in the title of the person who negotiated it.

The title of a person who negotiates a bill is defective when he obtained the bill, or the acceptance thereof, by fraud, duress, or force and fear, or for illegal consideration.

Capacity of Parties, Signature, Stamp, &c.

Any person capable of entering into a contract is also capable of becoming party to a bill.

A signature by *procuration* operates as notice that the agent has but a limited authority to sign, and the principal is only bound by such signature if the agent in so signing was acting within the actual limits of his authority.

Where a person signs a bill, and adds words to his signature indicating that he signs for or on behalf of a principal, or in a representative character, he is not personally liable thereon.

An *Agent* who signs without authority is liable to an action for damages.

An Agent or representative should either sign by procuration signature, or prefix words to his signature specifying that he signs for or on behalf of his principal.

Thus—

For the Blanktown Woollen Co., Ld.,
Benj. Broadbent,
Secretary.

The full ordinary signature of the signer for procuration should be given, and not the bare initials.

A signature to a bill or promissory note need not be in the handwriting of the person required to sign same, but it is sufficient if his name be written thereon by some other person by or under his authority.

In the case of a Corporation the Corporation Seal is sufficient, although the seal is not necessary if the bill be otherwise signed.

Bills and promissory notes must be stamped with an impressed stamp before the execution thereof.

The penalty for issuing an unstamped bill or note is £10.

Bills of Exchange payable on demand, or at sight, or on presentation are subject to a uniform duty of one penny, which may be affixed by an adhesive stamp.

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The stamps required for all other Inland Bills and promissory notes, are as follows :—

Where the amount or value of the money for which the bill or note is drawn or made does not

Exceed £5	0	0	1
Exceeds £5 and does not exceed £10	0	0	2
„ £10 „ „ £25	0	0	3
„ £25 „ „ £50	0	0	6
„ £50 „ „ £75	0	0	9
„ £75 „ „ £100	0	1	0
„ £100, for every £100 and also for any fractional part of £100	0	1	0

Foreign and Colonial Bills.

Foreign Bills are usually drawn in sets of two or three, all of the same tenor and date (see example, p. 286), the several parts being transmitted by different routes as security against accidents or delays.

The first of the set that comes to hand being accepted the other parts are of course useless.

Acceptance may be written on any one part, and it must be written on *one part only*. If a drawee accepts more than one part, or if a holder indorses more than one part, he is liable on every such part so accepted or indorsed that gets into the hands of different holders in due course (see also *Acceptance*, page 288).

Where the acceptor of a bill drawn in a set pays it without requiring the part bearing his acceptance to be delivered up to him, and that part at maturity is outstanding in the hands of a holder in due course, he his liable to the holder thereof.

Bills are usually drawn in the currency of the place where they are payable, and the sum to be paid is calculated at the rate of exchange (*g*) for demand drafts at the place where the bill is payable on the day it is due. Bills drawn payable *exchange per endorsement*, entitle the holder to negotiate the bill before it becomes due at the current rate of exchange on the date of negotiation, the acceptor undertaking to pay accordingly. Any difference between the rate of exchange on the date of negotiation and the rate of exchange on the date when the bill matures is usually adjusted between the payer and payee, and is either part of the contract for which payment is made or is allowed in account current.

Bills drawn in the United Kingdom on merchants in India and the Colonies are frequently negotiated through banks having agencies in the place where the merchant resides. The bills of lading and shipping documents relating to the goods in respect of which the bills are drawn are hypothecated to the bank as security. In this way payment for goods can be obtained, less the cost of discount and exchange, immediately the goods are shipped, without risk to the shipper, as the bank's agent will not hand over the bill of lading until the bill of exchange is honoured.

(*g*) For explanation as to the term "Rate of Exchange," refer to any good encyclopædia, where not only the explanation but also the titles of works dealing with the subject more fully may be found

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A foreign bill must be stamped on its being received in this country, to the same amount as if it were an inland bill; but the stamp may be an adhesive foreign bill stamp.

CHEQUES.

A Cheque is a bill of exchange drawn on a banker, payable on demand, and the law applicable to a bill of exchange on demand generally applies to a cheque.

A cheque should be *immediately presented for payment*, and a person who takes a stale cheque takes it at his peril.

Notice of dishonour must be given to the drawer and indorser, if any.

The duty and authority of a banker to pay a cheque drawn on him by his customer, are determined by countermand of payment, notice of the customer's death, or knowledge that the customer has committed an act of bankruptcy.

Subject to the preceding paragraph, if a banker, having sufficient funds in hand, dishonours his customer's cheque he is liable to him in an action for damages.

A cheque *crossed*, by drawing across its face two parallel lines and writing "& Co." between, is payable to a banker only. If a cheque is crossed *specially* by writing the name of a banker across its face it is payable only to the banker specified.

Cheques should be so written that they cannot be tampered with or altered. A carelessly drawn cheque for, say, £8 : 10 : 0 (eight pounds ten shillings), might easily be altered to £80 : 10 : 0 (eighty pounds ten shillings), and the possibility of such fraudulent substitution of a larger amount should therefore be prevented.

The indorsement across the cheque of words such as "under twenty pounds" is a very common safeguard.

Letters of Credit.

A Letter of Credit is an authority from one banker to another to pay money to another person.

VIII. INFORMATION ON MERCANTILE SUBJECTS.

It is very desirable that a book-keeper should be fully alive to all customs, regulations, and legal requirements connected with the affairs of the counting-house. He should be prepared to act promptly on emergency, although careful to seek proper advice upon matters of difficulty or uncertainty. The following information relates to a few of those subjects with which every efficient book-keeper should be thoroughly acquainted :—

Bills of Lading.

A Bill of Lading is an acknowledgment, on stamped paper,* given by the master of a vessel for goods received on board, containing also an agreement as to their delivery, freight, &c. Three copies are made

* A sixpenny stamp, impressed before execution is required.

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out—two for the use of the shipper and one for the master. The Bill of Lading gives a right to the holder to receive the goods, and, like a Bill of Exchange, may be negotiated by being indorsed over to another person.

Guaranty and Collateral Security.

When a customer's account becomes larger than his apparent means warrant, either a guaranty or collateral security is frequently obtained.

A GUARANTY is a promise to answer for the payment of a debt, or the performance of a duty, in the case of the failure of a person who is himself, in the first instance, liable to such payment or performance. A guaranty cannot be enforced unless it is in writing. A person who has given a guaranty is discharged if the holder of the guaranty agrees to give time to the principal without his consent, and, generally, if he substitutes any other agreement with the principal which alters the situation of the surety, or differs from that for the performance of which the surety is responsible. A guaranty is not valid unless there be some consideration given therefor.

COLLATERAL SECURITY is security given in addition to the chief security. It is frequently given to a banker to secure the overdraft of a customer, and in the event of the bankruptcy of the customer the bank has the right to claim on the customer's estate for the full amount of his debt and then to have recourse to the collateral security, the giver of the collateral security having no remedy.

Interest.

Interest may be charged upon debts payable by virtue of some written instrument at a *certain* time. In other cases interest can be claimed only from the date when a demand for payment shall have been made, in writing, giving notice that interest will be claimed. Forms for invoices and statements should therefore intimate that interest will be charged on overdue accounts.

Lien.

Lien is a right to retain property until a debt due to the person retaining has been satisfied. There are two species of liens known as *Particular* and *General*.

Particular liens are where persons claim to retain the goods in respect of which the debt arises; as where a Dyer has a lien on goods delivered to him to dye.

General liens are claimed in respect of a general balance of account. They are very strictly construed by the courts, and will not be allowed unless proved upon strong evidence, such as express contract, or the usage of trade. It is customary, therefore, for Dyers, Finishers, and other Commission Workers to print an express stipulation for a general lien on their invoices and statements.

Statute of Frauds, Contracts over £10.

The Statute of Frauds enacts that no contract for the sale of any goods for the price of £10 and upwards shall be allowed to be good,

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except the buyer shall accept part of the goods so sold, and actually receive same, or give something in earnest to bind the bargain, or in part payment, or that some note or memorandum in writing of the said bargain be made and signed by the parties. The Act applies to goods to be delivered at some future time, as well as those to be delivered at once. It will therefore be seen that every order should, if possible, be obtained in writing, either directly or by admission.

Statutes of Limitation.

The Statutes of Limitation limit the time to six years within which an action may be brought to recover a debt, but a promise to pay, or an unqualified acknowledgment of the debt in writing, is sufficient to bar the Statute.

Stoppage in Transitu.

When goods are consigned on credit and the consignee becomes insolvent before the goods arrive the important right or privilege of stoppage *in transitu* may be exercised. The consignor of the goods may direct the carrier to return the goods to him. The right of stoppage in transit may sometimes be defeated, as where the consignee of the goods indorses the bill of lading to a *bona fide* indorsee (see Bills of Lading).

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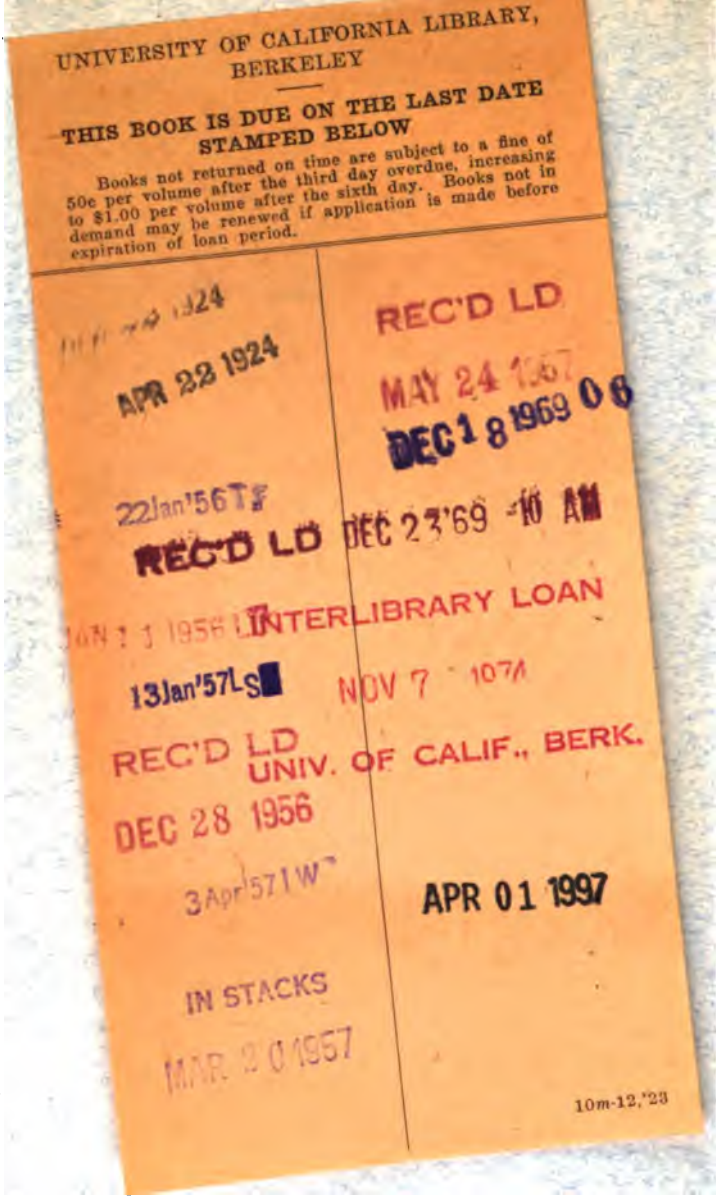
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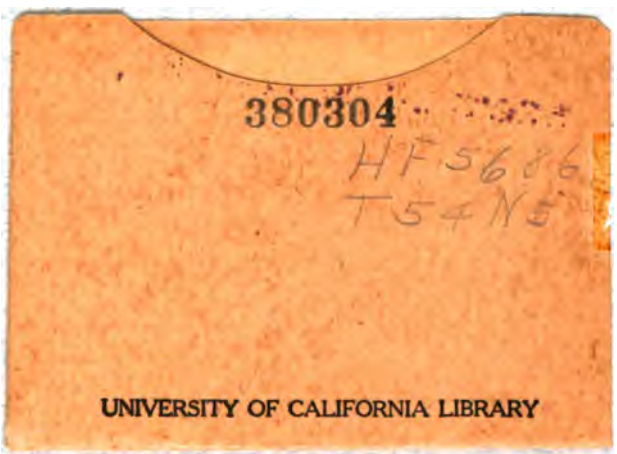
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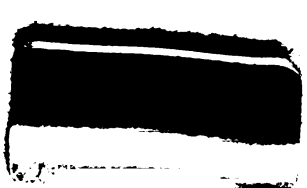

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